

Peralta Community College District



Annual Program Update Template

Final Version: May 20, 2017

Introduction and Directions

The Peralta Community College District has an institutional effective process which consists of the following components: a District-wide Strategic Plan which is updated every six years; Comprehensive Program Reviews which are completed every three years; and Annual Program Updates (APUs) which are completed in non-program review years. While there are individualized Program Review Handbooks for Instructional units, Counseling, CTE, Library Services, Student Services, Administrative units, and District Service Centers, there is one Annual Program Update template for use by everyone at the colleges which is completed in the Fall semester of non-program review years.

The Annual Program Update is intended to primarily focus upon planning and institutional effectiveness by requesting that everyone report upon the progress they are making in attaining the goals (outcomes) and program improvement objectives described in the most recent program review document. The Annual Program Update is therefore a document which reflects continuous quality improvement. Additionally, the Annual Program Update provides a vehicle in which to identify and request additional resources that support reaching the stated goals (outcomes) and program improvement objectives in the unit's program review.

Throughout this document, the term “program” is used to refer to all of these terms: discipline, department, program, administrative unit, or unit.

The following items are required in order to complete the Annual Program Update document at the colleges:

- [The most recently completed comprehensive Program Review document.](#)
- Any comments or feedback provided during the program review validation process.
- College Goals
- [Institution Set Standards \(Institutional Standards that are reported annually to ACCJC\)](#)
- [College Institutional Effectiveness Indicators \(reported to the State Chancellor's Office annually\)](#)
- College SSSP plan
- [College Equity Plan](#)
- [College Basic Skills Plan](#)
- [PCCD Strategic Goals and Annual Institutional Objectives](#)
- Data profiles which include but are not limited to disaggregated demographics (age, gender, ethnicity, special populations), enrollment, productivity, student success metrics (retention, completion, etc.), and comparisons of Distance Education versus face-to-face classes.

I. Program Information

Program Name: Chinese

Date: 10/16/2017

Program Type: Instructional

College or District Mission Statement:

Laney College, located in downtown Oakland, California, is a diverse, urban community college committed to student learning. Our learner-centered college provides access to quality transfer and career- technical education, foundation skills and support services. These educational opportunities respond to the cultural, economic, social, and workforce needs of the greater Bay Area and increase community partnerships and global awareness.

Program Mission:

The Chinese program at Laney offers a range of courses in Chinese language which are designed to build a strong foundation in both spoken and written Chinese. These courses aim at providing students with language and cultural insight into one of the largest and faster growing economies of the world.

Date of Last Comprehensive Program Review: 9/22/2016

Date of Comprehensive Program Review Validation: 9/22/2016

II. Reporting Progress on Attainment of Program Goals or Administrative Unit Outcomes

Program Goal or Administrative Unit Outcome (AUO) (As reported in the most recent program review; cut and paste the goal or AUO from the program review document)	Which institutional goals will be advanced upon completion? (circle all that apply)	Progress on goal or AUO attainment (choose option & date)	Explanation and Comments (If a goal or AUO is Revised , please explain and describe the revision. Describe the impediments or detail what can be improved.)
<u>Assessment</u> We have utilized standardized testing to provide a consistent measure of student progress.	1. PCCD Strategic Goals A: Advance Student Access, Equity & Success Choose an item. 2. College Goals: LC: Build A Culture of Success, Innovation, Belonging and Pride Choose an item.	Completed: 1/23/2017	
<u>Curriculum (if applicable)</u> We have two new courses approved by the State. Chinese 022A Chinese for Bilingual Speakers I and Chinese 008 Chinese Study Abroad. Chinese 022 A addresses the needs of heritage or bilingual students. Chinese 008 provides an unique opportunity for students to explore the history, culture and economy of China.	1. PCCD Strategic Goals A: Advance Student Access, Equity & Success 2. College Goals: LC: Provide Pathways to Careers, Degrees, Certificates/Transfer LC: Build A Culture of Success, Innovation, Belonging and Pride	Completed: 5/2/2017	
<u>Instruction (if applicable)</u> With the newly added smart classrooms, the instructors are utilizing more resources in class.	1. PCCD Strategic Goals A: Advance Student Access, Equity & Success Choose an item. 2. College Goals:	Ongoing: Select Date.	

	LC: Provide Pathways to Careers, Degrees, Certificates/Transfer Choose an item.		
<u>Student Success and Student Equity</u> We created “Introduction to Cantonese for Community Interpreting” to reach out to the Cantonese speaking community.	1. PCCD Strategic Goals A: Advance Student Access, Equity & Success Choose an item. 2. College Goals: LC: Build A Culture of Success, Innovation, Belonging and Pride Choose an item.	Choose an item. Select Date.	
<u>Professional Development, Institutional and Professional Engagement, and Partnerships</u> Our instructors are attending professional workshops to remain current and engaged in the field.	1. PCCD Strategic Goals Choose an item. Choose an item. 2. College Goals: Choose an item. Choose an item.	Choose an item. Select Date.	
<u>Other Program Improvement Objectives or Administrative Unit Outcomes</u> N/A	1. PCCD Strategic Goals Choose an item. Choose an item. 2. College Goals: Choose an item. Choose an item.	Choose an item. Select Date.	
<u>Other Program Improvement Objectives or Administrative Unit Outcomes</u> N/A	1. PCCD Strategic Goals Choose an item. Choose an item. 2. College Goals: Choose an item. Choose an item.	Choose an item. Select Date.	

III. Data Trend Analysis

Please review and reflect upon the data for your program. Then describe any significant changes in the following items and discuss what the changes mean to your program. Focus upon the most recent year and/or the years since your last comprehensive program review.

A. Student Demographics (age, gender, ethnicity, special populations). **Comments about changes:**

We are seeing a positive growth in students under age 20. This indicates more young students are interested in learning Mandarin and Chinese culture. This suggests that we could reach out to high school students as potential students.

B. Enrollment (sections, course enrollment, productivity, # of student contacts, etc). **Comments about changes:**

Our enrollment has seen a decrease in spring 2017. We need to do a better job reaching out to students and increase interest and diversity in our classroom. Our aged and ill-maintained facilities also have a negative impact on student enrollment. BCC for example has a better and cleaner environment that is more attractive to students.

C. Student Success (retention and completion rates, # of student contacts, etc.). **Comments about changes:**

Our student retention and success rate remain consistently high. We have been measuring Chinese 1, 2, 3 and 25A and B and found out that we accomplished our goal: 70% of our students earn 70% or more in our classes.

D. Student Success in Distance Education/Hybrid classes versus face-to-face classes (if applicable). **Comments about changes:**

E. Other program specific data or unplanned events that reflect significant change in the program.

IV. Equity

- Please review the student success data for your program and comment upon it. Do performance gaps exist in the student success or achievement rates for disproportionately impacted students, including African-American, Hispanic/Latino, Filipinos/Pacific Islanders, foster youth, veterans, students with disabilities or other groups not listed here? If differences exist, please detail the differences and describe the activities your program is making to address the differences? How will your program evaluate the effectiveness of these activities?

The performance gaps among students in our program are mostly due to the fact that students possess vastly different levels of Chinese proficiency prior to enrollment. To enroll the students with different levels of language skills into the same class is a disservice to all of them. To address this program, we proposed a new course “Introduction to Cantonese in community interpreting”. We have also designed a new course for bilingual and heritage students of Chinese. The new courses will be launched when there is funding for more classes.

- Please review the SSSP plan, Equity plan, and Basic Skills plans at your college. How does your program address or participate in the information and activities presented in these plans? Are there resources available in these plans that can be utilized by your program or the students accessing your program?

Thanks to the new installation of LCD projectors in more rooms, our program has more classes held in smart classrooms which significantly increase interest and efficiency. However, there are still rooms need to be installed so our instructors do not have to wheel the smart cart around.

V. Curriculum and Assessment Status

- What curricular, pedagogical or other changes has your department made since the most recent program review?

We have maintained our standards. Our student success rate has remained high and we have been measuring Chinese 1, 2, 3 and 25A and B and found out that we accomplished our goal: 70% of our students earn 70% or more in our classes.

- Were these changes based on assessment of student learning outcomes at the course or program level? Please identify the assessment. If s. If assessment was not used, describe the basis for the change. For example, Title 5 requirements, certifications requirements, etc.

We have finished assessing one or two SLOs of all currently taught courses in our program. We measured Chinese 1, 2, 3 and 25A and B and found out that we accomplished our goal: 70% of our students earn 70% or more in our classes.

- Attach a summary depicting the program's progress on assessment of course and program level outcomes (SLOs and PLOs). Please evaluate your program's progress on assessment. What are the plans for further assessments in the upcoming academic year? Please include a timeline and/or assessment plan for the future.

We are moving forward with the process. We have assessed the SIOs of Chinese 1, Chinese 2, Chinese 3 and Chinese 25A and 25 B. We will continue to assess other SLOs of 25A and B.

- What does your program do to ensure that meaningful dialogue takes place in both shaping and assessing course and program level outcomes? Where can one find the evidence of the dialogue?

The faculty members maintain regular email correspondence discussing assessment.

- Describe your plans for improvement projects based upon the assessment results. Attach evidence (the assessment report from TaskStream, departmental meeting notes, or the assessment spreadsheet showing these results).

We are also working to incorporate more project based assignments for intermediate Chinese class and more speaking exercises and more peer interaction for elementary Chinese class.

VI. Additional Questions

A. For CTE:

- Please describe any recommendations resulting from advisory committee meetings that have occurred since your last program review.
- Did you receive Strong Workforce Funds? Please briefly describe your progress in meeting the state mandated metrics.
- Is your discipline/department/program working with a Deputy Sector Navigator? If so, in which sector? Briefly describe your discipline/department/program's work with the Deputy Sector Navigator.

- Is your discipline/department/program currently participating in any grants? Please discuss your progress in meeting the stated goals in the grant.

B. For Counseling:

- What has the counseling department done to improve course completion and retention rates? What is planned for the future?
- What has the counseling department done to improve SSSP counseling services? Please discuss your progress in improving SSSP counseling services.

C. For Library Services:

- Please describe any changes in the library services, collections or instructional programs since the last program review or annual program update and fill in the information below.

	This Academic Year:	Previous Academic Year(s)	Explanation of Changes
Library Open Hours Per Week			
Library Visits (gate count)			
Other Library Usage			

	This Academic Year	Previous Academic Years (s)	Explanation of Changes
Total Library Materials Expenditures			

Total Print Book Collection (titles)			
Total E-book Collection (titles)			
Total Database Subscriptions			
Total Media Collection (titles)			
Total Print Periodical Subscriptions			
General Circulation Transactions			
Reserve Circulation Transactions			
In-house circulation Transactions (optional)			
Media Circulation Transactions (optional)			
E-book Circulation Transactions- Describe – (optional)			
Other Circulations Transactions – Describe – (optional)			
Total Circulation Transactions			

D. For Student Services and/or Administrative Units:

- Briefly describe the results of any student satisfaction surveys or college surveys that included evaluation and/or input about the effectiveness of the services provided by your unit. How has this information informed unit planning and goal setting?

- Briefly describe any changes that have impacted the work of your unit.

VII. New Resource Needs Not Covered by Current Budget

Human Resources: If you are requesting new or additional positions, in any job classification, please explain how new positions will contribute to increased student success.

Human Resource Request(s)	Already Requested in Recent Program Review?	Program Goal (cut and paste from program review)	Connected to Assessment Results and Plans?	Contribution to Student Success	Alignment with College Goal (list the goal)	Alignment with PCCD Goal (A, B, C, D, or E) (list the goal)
					Choose an item.	Choose an item.

- **Technology and Equipment:** How will the new technology or equipment contribute to student success?

Technology and Equipment Request(s)	Already Requested in Recent Program Review?	Program Goal (cut and paste from program review)	Connected to Assessment Results and Plans?	Contribution to Student Success	Alignment with College Goal (list the goal)	Alignment with PCCD Goal (A, B, C, D, or E) (list the goal)
Need access to smart rooms. It should be easier now with more smart rooms available.	Yes	The Chinese program needs access to smart rooms and training in the use of such technology.	Yes	More engaging content and interactive actives that help maintain interest and enhance performance	LC: Provide Pathways to Careers, Degrees, Certificates/Transfer	A: Advance Student Access, Equity & Success

- **Facilities:** Has facilities maintenance and repair affected your program in the past year? How will this facilities request contribute to student success?

Facilities Resource Request(s)	Already Requested in Recent Program Review?	Program Goal (from program review)	Connected to Assessment Results and Plans?	Contribution to Student Success	Alignment with College Goal (list the goal)	Alignment with PCCD Goal (A, B, C, D, or E) (list the goal)
Language lab	Yes	Need a language lab with <i>latest hardware and software.</i>	Yes	Provide training for students of languages	LC: Build A Culture of Success, Innovation, Belonging and Pride	A: Advance Student Access, Equity & Success



--	--	--	--	--	--	--

- **Professional Development or Other Requests:** How will the professional develop activity contribute to student success? What professional development opportunities and contributions make to the college in the future?

Professional Development or Other Request(s)	Already Requested in Recent Program Review?	Program Goal (from program review)	Connected to Assessment Results and Plans?	Contribution to Student Success	Alignment with College Goal (list the goal)	Alignment with PCCD Goal (A, B, C, D, or E) (list the goal)
					Choose an item.	Choose an item.

Approved by the District Academic Senate, May 20, 2016

Endorsed by the Planning and Budgeting Council, May 27, 2016

APU Review Sign-Off:

Department Chair/Faculty Lead _____

Signature _____

Department/Discipline ___ Chinese— Modern Languages Department _____



Date_____

Division Dean_____

Signature_____

Division Name & College_____

Date_____