Enrollment - Census/FTES

<table>
<thead>
<tr>
<th>Measure</th>
<th>Fall 2004</th>
<th>Fall 2005</th>
<th>Fall 2006</th>
<th>Fall 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Census Enrollment</td>
<td>Strong Decline [-25.91 %]</td>
<td>Strong Growth [13.99 %]</td>
<td>Strong Growth [28.52 %]</td>
<td>Strong Decline [-11.01 %]</td>
</tr>
<tr>
<td>Section Count</td>
<td>Strong Decline [-12.50 %]</td>
<td>Strong Growth [7.14 %]</td>
<td>Strong Growth [6.67 %]</td>
<td>Stable [0.00 %]</td>
</tr>
<tr>
<td>Avg. Class Size</td>
<td>Strong Decline [-19.03 %]</td>
<td>Stable [2.97 %]</td>
<td>Strong Growth [18.65 %]</td>
<td>Strong Decline [-7.59 %]</td>
</tr>
</tbody>
</table>

Enrollment Summary

Given the trends in enrollment, what are the implications for your program?

Respondent: Nancy Sander

Response:

Has the decline of the International Student Program adversely affected the ESL enrollment?

We need linkages in the community.

Enrollment Growth Initiatives

Did you have any enrollment growth initiatives that occurred this year? Yes

If yes, please list any enrollment growth initiatives that occurred this year and comments on these:

We have one online course and we are piloting hybrid courses.

We are continuing to pair ESL 8 with Art 102 with great retention success.

We are working with Basic Skills, (Curt Riesberg) and Free College (Barry Sloan) to develop a comprehensive plan for growth for ESL.

Validation Review

Was a trend analysis done? Yes
Was a comparative analysis done? Yes
Was a detailed analysis done? Yes
Data Evaluation: Accepted

OBJECTIVES:
Enrollment - Instructional Delivery Modes

### Percent Change

<table>
<thead>
<tr>
<th>Measure</th>
<th>Fall 2004</th>
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<tr>
<td>Total/Census Enrollment</td>
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<td>Strong Decline [-12.00 %]</td>
</tr>
<tr>
<td>Evening</td>
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<td>Stable [-1.30 %]</td>
<td>Strong Growth [6.58 %]</td>
<td>Decline [-3.70 %]</td>
</tr>
<tr>
<td>Online</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
</tr>
</tbody>
</table>

### Instructional Modes Summary

Please comment on the enrollment pattern in these instructional delivery modes:

Online/on ground, Day and Evening

**Respondent:** Nancy Sander

**Response:**

We are sometimes in a catch 22 when we cancel classes just as they are starting to grow, but they haven’t grown enough to make. We may get 9 students, cancel the class and 5 more show up during the first week, but it is too late. We are trying to change the culture of late enrollment of ESL students, but it will take time.

The decline of the International Student Program may have had a big impact on the decline of the ESL Program since the dates coincide.

### Program Participation

Did you offer any courses this year in any of the following programs:

Online/on ground, hybrid classes, High School Outreach, ACT program, Weekend College?

Yes

If yes, please list the programs and summarize the nature of your involvement:

We have offered online, and High School Outreach, and we have one weekend course, but is is low enrolled.

### Validation Review

- Was a trend analysis done? [Yes]
- Was a comparative analysis done? [Yes]
- Was a detailed analysis done? [Yes]
- Data Evaluation: Accepted
- Comments:

OBJECTIVES:

No Objectives Submitted.

---

Enrollment - Demographics

---
### Demographics Summary

Based on these demographic trends in enrollment, are there any implications for the discipline? Please describe:

Respondent: **Nancy Sander**

Response:

*There seems to be slight growth in the Black population which probably indicates East and West African students. Some of these students work at LAX and we would like to push for more marketing at LAX and perhaps offer on site classes near LAX to court employees working there. (Both credit ESL courses and Free College courses) We also seem to be growing in the recent high school graduate age and would like to see more recruiting for our ESL programs at the high schools. (Working with Student Services for this.)*

### Validation Review

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was a trend analysis done?</td>
<td>Yes</td>
</tr>
<tr>
<td>Was a comparative analysis done?</td>
<td>Yes</td>
</tr>
<tr>
<td>Was a detailed analysis done?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Data Evaluation:**

*Accepted*
Student Success - Success/Retention

Success, Retention & Awards Summary

Given the data, please describe the trend in Student Success. What are the implications for your program?

Respondent: Nancy Sander

Response: The data shows that our strength is through our curriculum and our teaching. We have an extremely high retention rate. Our retention rate is higher than the college average. We continue to grow each semester in our total success rate. We look forward to an online success rate and to a steady climb in our stellar success and retention rates. This is due to dedicated and engaged faculty.

Validation Review

Was a trend analysis done? Yes
Was a comparative analysis done? Yes
Was a detailed analysis done? Yes
Data Evaluation: Accepted
Comments:

OBJECTIVES:
No Objectives Submitted.

Curriculum - Course Updates

Course Updates, Syllabi & New Programs

Of the number of courses that need to be updated, how many have been completed?
If course updates are due, please describe the discipline's plan for updating courses:

No course updates are due at this time.

Are instructors' class syllabi collected?  

Yes

Please describe the course syllabi collection procedure:

Nancy Sander collects and reviews the syllabi. They are filed in each instructor's file. The syllabi are part of the evaluation process with each instructor.

Have you developed any new courses and/or programs in the last year?  

Yes

All of the ESL courses in the credit program have been redesigned for online delivery and they have been approved by the West Curriculum Committee. We are now offering on course online, ESL 7B and we are offering two pilot hybrids, ESL 8 and ESL 6A.

Respondent: Nancy Sander

---

Validation Review

Data Evaluation: Accepted

Comments:

OBJECTIVES:

No Objectives Submitted.

---

Curriculum - SLOs

Resources

Curriculum Committee webpage with Institutional and Program SLOs listed
42 single course assessments by West faculty
SLO Tutorial on Janet Fulks' Bakersfield CC website

Student Learning Outcomes

Have program SLOs been developed for this discipline?  

Yes

Does the discipline have assessment plans for program SLOs?  

No

Please describe your assessment plans for SLOs:

We need to continue with this process.

Have any courses assessed college or program SLOs?  

Yes

Please describe your assessment of SLOs:

We have assessed ESL courses on an individual basis. Karen Quitschau posted the first of these assessments.

Respondent: Nancy Sander

---

Validation Review

Data Evaluation: Accepted

Comments:

OBJECTIVES:

No Objectives Submitted.

---

Vocational - Advisory Requirements

Advisory Board Actions

Do you have an Advisory Board?  

No

Do you have minutes of your Advisory Board meetings?  

No

Please provide copies of your minutes (electronically or paper) and list the meeting dates in the last year:

Has the Advisory Board provided any recommendations and/or outcomes?  

No

Of those recommendations and/or outcomes, which have been acted upon, and what is your plan of action with regard to other recommendations and/or outcomes:
Validation Review

Data Evaluation: Accepted
Comments:

OBJECTIVES:
No Objectives Submitted.

Resources - Personnel

FTEF

Please comment on the trends in FTEF. What are the implications for your program?

Response
We had a full time faculty member retire and another faculty member who taught part of his assignment in ESL retire. One ESL faculty member is on sabbatical. There is one full time ESL faculty member currently.

Faculty Hiring

Do you see a need to increase full-time, tenure-track faculty? No
Do you plan to submit a FPIP application? No
Please Describe:

Evaluation data for faculty & staff provided by: Office of Academic Affairs

Faculty Evaluations

Have all evaluations for faculty and staff that are due been completed? No
If "No," please describe the plan for completing evaluations:
I am in the process of evaluating 10 faculty members in October and November of 2008. Because I teach full time, it is more difficult to observe all of the faculty quickly.

Do all full-time faculty participate in a college-wide and/or Senate committee? Yes
Please provide a list of the discipline's full-time faculty and their committee assignment:
Sander-AFT and AFT rep for Distance Learning
Matriculation Advisory Committee
Free College-Basic Skills Ad Hoc Committee
Chair, ESL District Discipline Committee
Quitschau-Curriculum Committee (currently on sabbatical)
### Professional Development

- **Have all of the faculty fulfilled their Flex requirements?**
  
  Yes [ ]

- **Please Describe:**
  
  Sander is working on podcasting and on staff development for ESL.

- **Have you had any professional development for faculty?**
  
  Yes [ ]

- **Please describe the professional development activities:**
  
  Workshop for SLOs for ESL and English Faculty with Betty Jacobs and Fran Leonard.

- **Do you have any mentoring of part-time faculty to ensure integrity of course outline?**
  
  Yes [ ]

- **Please describe the mentoring activities:**
  
  Nancy Sander is closely working with new faculty members to make sure that they are following the course outlines. In service staff meetings are planned for December 2008 and January of 2009 for ESL faculty.

### Validation Review

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was a trend analysis done?</td>
<td>Yes [ ]</td>
</tr>
<tr>
<td>Was a comparative analysis done?</td>
<td>Yes [ ]</td>
</tr>
<tr>
<td>Was a detailed analysis done?</td>
<td>Yes [ ]</td>
</tr>
<tr>
<td>Data Evaluation</td>
<td>Accepted [ ]</td>
</tr>
</tbody>
</table>

### Resources - Fiscal Budget

#### Budget Status

- **Were you over, under or on your budget?**
  
  This does not apply

- **Please describe:**
  
  Respondent: Nancy Sander

### Grants or Additional Funding Sources

- **Have you received any grants or any additional funding from other sources?**
  
  Yes [ ]

- **Please indicate the amount of any additional grants or funding:**
  
  $ [ ]

- **If yes, please describe:**
  
  Title V Lloyd Thomas
  
  Title V Bob Sprague
  
  I am not sure of the total sum.

### Validation Review

- **Data Evaluation:**
  
  Accepted [ ]

- **Comments:**
  
  Accepted [ ]

### Resources - Facilities

#### Facilities

- **Were you satisfied with the discipline's facilities?**
  
  No [ ]

- **Please describe:**
  
  No facilities.
Supplies & Equipment

Were you satisfied with your instructional supplies and equipment? Yes

please describe:

The MAC laptop provided by Title V has helped enormously with curriculum development and teaching online.

Validation Review

Data Evaluation: Accepted

Comments:

OBJECTIVES:

No Objectives Submitted.

Resources - Resource Request

No Resources Submitted.

Accreditation - Progress Report

WASC Accreditation Planning Agendas

Have the faculty in the discipline initiated the alignment of student learning outcomes and course assessment? Yes

if yes, please describe:

We are working on the assessment piece.

Have full-time faculty representatives from the Division attended monthly meetings of the Curriculum Committee? Yes

if yes, please list the representatives and describe:

Karen Quitschau.

Respondent: Nancy Sander

Comprehensive Program Review

Do you have any comprehensive program review agenda items that should have been addressed? Yes

if yes, please describe:

The impact of the decline of International Students at West.

Program Accreditation / Certification

Do you have any outside agency accreditations standards that should have been addressed? No

if yes, please describe:

Validation Review

Data Evaluation: Accepted

Comments:
Supplemental Material

Supplemental Materials:

No Supplemental File(s).

Final Summary

Measure Summary

<table>
<thead>
<tr>
<th>Measure</th>
<th>Fall 2004</th>
<th>Fall 2005</th>
<th>Fall 2006</th>
<th>Fall 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>TotalEnrollment</td>
<td>Strong Decline [-25.91%]</td>
<td>Strong Growth [13.99%]</td>
<td>Strong Growth [28.52%]</td>
<td>Strong Decline [-10.11%]</td>
</tr>
<tr>
<td>DayEnrollment</td>
<td>Strong Decline [-19.42%]</td>
<td>Strong Growth [21.08%]</td>
<td>Strong Growth [36.82%]</td>
<td>Strong Decline [-12.00%]</td>
</tr>
<tr>
<td>EveningEnrollment</td>
<td>Strong Decline [-36.89%]</td>
<td>Stable [-1.30%]</td>
<td>Strong Growth [6.58%]</td>
<td>Decline [-3.70%]</td>
</tr>
<tr>
<td>OnlineEnrollment</td>
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<td>Stable [0.00%]</td>
<td>Stable [0.00%]</td>
<td>Stable [0.00%]</td>
</tr>
<tr>
<td>FTES</td>
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<td>Strong Growth [13.65%]</td>
<td>Strong Growth [28.20%]</td>
<td>Strong Decline [-8.78%]</td>
</tr>
<tr>
<td>ACS</td>
<td>Strong Decline [-19.03%]</td>
<td>Stable [-2.97%]</td>
<td>Strong Growth [18.65%]</td>
<td>Strong Decline [-7.59%]</td>
</tr>
<tr>
<td>TotalRetention</td>
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<td>Stable [0.64%]</td>
<td>Stable [0.22%]</td>
<td>Stable [-0.31%]</td>
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<tr>
<td>TotalSuccess</td>
<td>Decline [-4.12%]</td>
<td>Strong Growth [14.57%]</td>
<td>Growth [4.08%]</td>
<td>Growth [3.63%]</td>
</tr>
<tr>
<td>MaleEnrollment</td>
<td>Strong Decline [-24.21%]</td>
<td>Strong Growth [28.39%]</td>
<td>Strong Growth [9.89%]</td>
<td>Strong Decline [-8.00%]</td>
</tr>
<tr>
<td>FemaleEnrollment</td>
<td>Strong Decline [-27.63%]</td>
<td>Strong Growth [7.27%]</td>
<td>Strong Growth [38.42%]</td>
<td>Strong Decline [-11.02%]</td>
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<tr>
<td>Age20Enrollment</td>
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<td>Stable [325.50%]</td>
<td>Strong Growth [17.65%]</td>
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</tr>
<tr>
<td>Age2024Enrollment</td>
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<td>Strong Growth [72.73%]</td>
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</tr>
<tr>
<td>Age2534Enrollment</td>
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<td>Strong Growth [13.58%]</td>
<td>Strong Growth [31.52%]</td>
<td>Strong Decline [-19.83%]</td>
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<td>Age3554Enrollment</td>
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<td>Strong Decline [-17.76%]</td>
<td>Strong Growth [9.09%]</td>
<td>Strong Decline [-10.42%]</td>
</tr>
<tr>
<td>Age55Enrollment</td>
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<td>Strong Decline [-16.67%]</td>
<td>Strong Growth [20.00%]</td>
<td>Strong Growth [50.00%]</td>
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<tr>
<td>EthnicityAsianEnrollment</td>
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<td>Strong Growth [30.49%]</td>
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<td>EthnicityBlackEnrollment</td>
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<td>Stable [0.00%]</td>
<td>Strong Growth [56.67%]</td>
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<td>Strong Decline [-11.51%]</td>
<td>Strong Growth [16.49%]</td>
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<td>EthnicityItalianEnrollment</td>
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<td>Stable [0.00%]</td>
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<td>Strong Growth [50.00%]</td>
<td>Strong Growth [80.00%]</td>
<td>Strong Decline [-27.78%]</td>
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<tr>
<td>EthnicityOtherEnrollment</td>
<td>Strong Decline [-18.18%]</td>
<td>Strong Growth [61.11%]</td>
<td>Strong Decline [-17.24%]</td>
<td>Strong Growth [41.67%]</td>
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<td>Strong Decline [-27.03%]</td>
<td>Strong Growth [45.83%]</td>
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<td>Strong Decline [-33.33%]</td>
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<td>FTEH</td>
<td>Strong Growth [46.88%]</td>
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<td>FTEF</td>
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<tr>
<td>SectionCount</td>
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</tbody>
</table>

Enrollment Growth Initiatives

Did you have any enrollment growth initiatives that occurred this year? [Yes]

Program Participation

Did you offer any courses this year in any of the following programs: Online/on ground, hybrid classes, High School Outreach, ACT program, Weekend College? [Yes]

Faculty Hiring

Do you see a need to increase full-time, tenure-track faculty? [No]

Do you plan to submit a FPIP application? [No]

Faculty Evaluations

Have all evaluations for faculty and staff that are due been completed? [No]
### Professional Development

<table>
<thead>
<tr>
<th>Questions</th>
<th>Yes</th>
<th>No</th>
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<tr>
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### Facilities

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<tr>
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<tbody>
<tr>
<td>Were you satisfied with your facilities?</td>
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### Supplies & Equipment

<table>
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<th>Questions</th>
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<tbody>
<tr>
<td>Were you satisfied with your instructional supplies and equipment?</td>
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### Grants or Additional Funding Sources

<table>
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<tr>
<th>Questions</th>
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<tr>
<td>Did you receive any donated equipment and/or grants?</td>
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<td>Were you, under or on your budget?</td>
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</table>

### Course Updates, Syllabi & New Programs

<table>
<thead>
<tr>
<th>Questions</th>
<th># Done</th>
<th># Due</th>
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<tbody>
<tr>
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<td>Have you developed any new courses and/or programs in the last year?</td>
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</table>

### Student Learning Outcomes

<table>
<thead>
<tr>
<th>Questions</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Have you developed SLOs for your discipline?</td>
<td></td>
<td></td>
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<td>Have any courses assessed college or program SLOs?</td>
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### Advisory Board

<table>
<thead>
<tr>
<th>Questions</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Do you have an Advisory Board?</td>
<td></td>
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<td></td>
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<td>Has the Advisory Board provided any recommendations and or outcomes?</td>
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<td></td>
</tr>
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</table>

### Past Unit Plan Objectives

What is the status of the objectives in the 2007 unit plan. Areas will evaluate the objectives included in the unit plan for 2007 in a grid with following measures: completed, in progress, deleted. Please explain outcome.

Based on your evaluation, what objectives or initiatives would you develop to improve this measure?

No Objectives Submitted.

### Validation Review

<table>
<thead>
<tr>
<th>Final Evaluation</th>
<th>Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
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</tbody>
</table>

### Submit Program Review

Program Review has been completed for this Unit.