Enrollment Summary

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

Respondent: Marlene Shepherd
OBJECTIVES:
Enrollment - Instructional Delivery Modes

Percent Change

<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</td>
<td>Strong Growth [127.87 %]</td>
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<td>Strong Growth [37.84 %]</td>
</tr>
<tr>
<td>Day</td>
<td>Strong Growth [45.90 %]</td>
<td>Stable [1.12 %]</td>
<td>Strong Decline [-13.33 %]</td>
<td>Strong Growth [50.00 %]</td>
</tr>
<tr>
<td>Evening</td>
<td>Stable [0.00 %]</td>
<td>Strong Decline [-14.00 %]</td>
<td>Strong Decline [-23.26 %]</td>
<td>Strong Growth [9.09 %]</td>
</tr>
</tbody>
</table>

Enrollment Growth Initiatives

Did you have any enrollment growth initiatives that occurred this year? No

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

Validation Review

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

No Objectives Submitted.
Instructional Modes Summary

Please comment on the enrollment pattern in these instructional delivery modes:
Online/on ground, Day and Evening

Respondent: M. Shepherd

Response
Enrollment at night has been declining and so has the late afternoon class that starts at 3:20. I have decided to only offer the night classes once a year and switch the late afternoon class to online class next year.

At this time there are no online classes.

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:
WEC was offered in summer for the first time. Enrollment was good and I will continue to offer them.

Validation Review

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

Comments:  

OBJECTIVES:

No Objectives Submitted.

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

**Response**

Girls rule.

The day classes tend to be younger students and the older students tend to take evening and WEC classes. The age variance will depend on the number of day and evening sessions that are offered.

---

**Validation Review**

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

**Data Evaluation:** Accepted

**Comments:**
OBJECTIVES:

No Objectives Submitted.

Student Success - Success/Retention

Student Success

Student Retention

Percent Change

Success, Retention & Awards Summary

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

Respondent: **M. Shepherd**
Response
FCS 21 is a hard class that transfers to UC and CSU.
Some students will take the class over again to improve their grade.

Validation Review

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

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:

Are instructors’ class syllabi collected?

Please describe the course syllabi collection procedure:
At that time, I was the only instructor and there were no part timers.

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

Please describe the new courses or programs:
I added FCS 20 Contemporary Nutrition through the curriculum committee but budget restraints hindered it from being added to the class schedule. I was hoping to add it online so that I could start a nutrition skills award.

Respondent:

Validation Review

Data Evaluation:       
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

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have program SLOs been developed for this discipline?</td>
<td>Yes</td>
</tr>
<tr>
<td>Does the discipline have assessment plans for program SLOs?</td>
<td>Yes</td>
</tr>
<tr>
<td>Please describe your assessment plans for SLOs:</td>
<td></td>
</tr>
<tr>
<td>A rating scale has been developed for Fam &amp; CS 21 dietary record.</td>
<td></td>
</tr>
<tr>
<td>It will not be fully implemented until Fall 08.</td>
<td></td>
</tr>
<tr>
<td>Have any courses assessed college or program SLOs?</td>
<td>No</td>
</tr>
<tr>
<td>Please describe your assessment of SLOs:</td>
<td></td>
</tr>
<tr>
<td>This will be done in Fall 08.</td>
<td></td>
</tr>
<tr>
<td>Respondent:</td>
<td></td>
</tr>
</tbody>
</table>

### Validation Review

- Data Evaluation: Accepted
- Comments: Accepted

### OBJECTIVES:

No Objectives Submitted.

### Vocational - Advisory Requirements

### Advisory Board Actions

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have an Advisory Board?</td>
<td>No</td>
</tr>
<tr>
<td>Do you have minutes of your Advisory Board meetings?</td>
<td>-</td>
</tr>
<tr>
<td>Please provide copies of your minutes (electronic or paper) and list the meeting dates in the last year:</td>
<td></td>
</tr>
<tr>
<td>Has the Advisory Board provided any recommendations and or outcomes?</td>
<td>-</td>
</tr>
<tr>
<td>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:</td>
<td></td>
</tr>
</tbody>
</table>
OBJECTIVES:

No Objectives Submitted.

Resources - Personnel

FTEF Full-Time/Part-Time/Total

<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 FTEF</td>
<td>0.4</td>
<td>0.6</td>
<td>0.8</td>
<td>0.8</td>
</tr>
<tr>
<td>Full-Time FTEF</td>
<td>0.2</td>
<td>0.4</td>
<td>0.6</td>
<td>0.6</td>
</tr>
<tr>
<td>Part-Time FTEF</td>
<td>0.2</td>
<td>0.2</td>
<td>0.2</td>
<td>0.2</td>
</tr>
</tbody>
</table>

Percent Change

<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 FTEF</td>
<td>Strong Growth [50.00 %]</td>
<td>Strong Growth [33.33 %]</td>
<td>Stable [0.00 %]</td>
<td>Strong Growth [25.00 %]</td>
</tr>
<tr>
<td>Full-Time FTEF</td>
<td>Strong Growth [100.00 %]</td>
<td>Strong Growth [50.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
</tr>
<tr>
<td>Part-Time FTEF</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Strong Growth [100.00 %]</td>
</tr>
</tbody>
</table>

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

Respondent: **M. Shepherd**

Response

More sections were added, but there were no part-time faculty. I was the only instructor at that time. At some point when more sections are added there will be a need for a part-time faculty member.
**Faculty Evaluations**

- Have all evaluations for faculty and staff that are due been completed? **Yes**
- If "No," please describe the plan for completing evaluations:
- 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
  - Marlene Shepherd Program review committee

**Professional Development**

- Have all of the faculty fulfilled their Flex requirements? **Yes**
- Please Describe:
  - Forms were turned into Dr. Flex.
- Have you had any professional development for faculty? **No**
- Please describe the professional development activities:
  - It is a one person department.
- Do you have any mentoring of part-time faculty to ensure integrity of course outline? **No**
- Please describe the mentoring activities:
  - No part-time faculty.

**Validation Review**

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

**OBJECTIVES:**

**No Objectives Submitted.**
**Resources - Fiscal Budget**

### Budget Status

Were you over, under or on your budget?

Please describe:

*See the Behavior Science budget. I am not aware of what the budget is for Fam & CS.*

Respondent: **M. Shepherd**

### Grants or Additional Funding Sources

Have you received any grants or any additional funding from other sources?

Please indicate the amount of any additional grants or funding: $

If yes, please describe:

### Validation Review

Data Evaluation: **Accepted**

Comments:

**OBJECTIVES:**

No Objectives Submitted.

### Resources - Facilities

**Facilities**

Were you satisfied with the discipline's facilities?

Please describe:

*At this time it is fine. We will be moving into a new building in the near future.*

How have the current facilities impacted the discipline?

*I am fortunate to have a double room so there is plenty of space to accommodate the students when we do class activities*.

Have there been any changes in the discipline's facilities in the past year?

If yes, please describe:
Supplies & Equipment

Were you satisfied with your instructional supplies and equipment?  

No

please describe:

I need a new TV and VCR/Disc player. The one in the classroom does not work properly.

Validation Review

Data Evaluation:  Accepted

Comments:

OBJECTIVES:

<table>
<thead>
<tr>
<th>Objective</th>
<th>Begins</th>
<th>Ends</th>
<th>Priority</th>
<th>Status</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>To improve student success and retention</td>
<td>NA</td>
<td>NA</td>
<td>Low</td>
<td>In-Progress</td>
<td>2007</td>
</tr>
</tbody>
</table>

Resources - Resource Request

<table>
<thead>
<tr>
<th>Resource</th>
<th>Quantity</th>
<th>Description</th>
<th>Status</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>1 Units</td>
<td>Student's are visual learners and seeing current videos helps them to understand the classroom lecture.</td>
<td>In-Progress</td>
<td>2007</td>
</tr>
</tbody>
</table>

Accreditation - Progress Report

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

Yes

if yes, please describe:

Beginning to start the process. Should be fully implemented by Fall09.

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

Yes

if yes, please list the representatives and describe:

I attend the monthly meetings when there is a course to be updated or a new course to be added. The Behavioral Science division has a representative that attends all the monthly meetings.

Respondent: M. Shepherd
Comprehensive Program Review

Do you have any comprehensive program review agenda items that should have been addressed?  
No

if yes, please describe:

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:

OBJECTIVES:

No Objectives Submitted.

Supplemental Material

Supplemental Materials:

No Supplemental File(s).

Final Summary

Measure Summary

<table>
<thead>
<tr>
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<td>Strong Growth [45.90 %]</td>
<td>Stable [1.12 %]</td>
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<td>Strong Growth [9.09 %]</td>
</tr>
<tr>
<td>OnlineEnrollment</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
<td>Stable [0.00 %]</td>
</tr>
<tr>
<td>FTES</td>
<td>Strong Growth [128.74 %]</td>
<td>Decline [-4.70 %]</td>
<td>Strong Decline [-16.52 %]</td>
<td>Strong Growth [39.40 %]</td>
</tr>
<tr>
<td>ACS</td>
<td>Strong Growth [52.50 %]</td>
<td>Strong Decline [-28.52 %]</td>
<td>Strong Decline [-16.52 %]</td>
<td>Strong Growth [11.52 %]</td>
</tr>
<tr>
<td>TotalRetention</td>
<td>Stable [0.73 %]</td>
<td>Stable [0.52 %]</td>
<td>Strong Decline [-6.08 %]</td>
<td>Decline [-3.65 %]</td>
</tr>
<tr>
<td>TotalSuccess</td>
<td>Stable [-2.55 %]</td>
<td>Strong Decline [-19.43 %]</td>
<td>Strong Decline [-9.88 %]</td>
<td>Strong Decline [-22.65 %]</td>
</tr>
<tr>
<td>Enrollment Growth Initiatives</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you have any enrollment growth initiatives that occurred this year?</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Program Participation</th>
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<tbody>
<tr>
<td>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?</td>
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</table>

<table>
<thead>
<tr>
<th>Faculty Hiring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you see a need to increase full-time, tenure-track faculty?</td>
</tr>
<tr>
<td>Do you plan to submit a FPIP application?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Evaluations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have all evaluations for faculty and staff that are due been completed?</td>
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<td>Do you have any mentoring of part-time faculty to ensure integrity of course outline?</td>
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</table>
Facilities
Were you satisfied with your facilities?
Yes

Supplies & Equipment
Were you satisfied with your instructional supplies and equipment?
No

Grants or Additional Funding Sources
Did you receive any donated equipment and/or grants?
No
Were you over, under or on your budget?
-

Course Updates, Syllabi & New Programs
Of the number of courses that need to be updated, how many have been completed?
# Done # Done # Due
Are instructors’ class syllabi collected?
Yes
Have you developed any new courses and/or programs in the last year?
-

Student Learning Outcomes
Have you developed SLOs for your discipline?
Yes
Do you have assessment plans for program SLOs?
Yes
Have any courses assessed college or program SLOs?
No

Advisory Board
Do you have an Advisory Board?
No
Do you have minutes of your Advisory Board meetings?
-
Has the Advisory Board provided any recommendations and or outcomes?
-

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?

<table>
<thead>
<tr>
<th>Objective</th>
<th>Begins</th>
<th>Ends</th>
<th>Priority</th>
<th>Status</th>
<th>Term</th>
<th>View/Modify</th>
</tr>
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<tr>
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<td>NA</td>
<td>NA</td>
<td>Low</td>
<td>In-Progress</td>
<td>2007</td>
<td>View/Modify</td>
</tr>
</tbody>
</table>

Validation Review
Final Evaluation: Accepted

Submit Program Review
Program Review has been completed for this Unit.