

## 2018 INSTRUCTIONAL ANNUAL PROGRAM PLANNING WORKSHEET

CURRENT YEAR: 2017-2018

CLUSTER: [Click here to enter text.](#)

NEXT SCHEDULED CPPR: 2021-2022

PROGRAM: CMC-STEP

LAST YEAR CPPR COMPLETED: 2017-18

CURRENT DATE: SPRING 2018

The Annual Program Planning Worksheet (APPW) is the process for:

- reviewing, analyzing and assessing programs on an annual basis
- documenting relevant program changes, trends, and plans for the upcoming year
- identifying program needs, if any, that will become part of the program's resource plan
- highlighting specific program accomplishments and updates since last year's APPW
- tracking progress on a Program Sustainability Plan if established previously.

**Note:** Degrees and/or certificates for the same program may be consolidated into one APPW.

This APPW encompasses the following degrees and/or certificates:

[Click here to enter text.](#)

### GENERAL PROGRAM UPDATE

Describe significant changes, if any, to program mission, purpose or direction. *If there are not any, indicate: NONE.*

[Click here to enter text.](#)

### PROGRAM SUSTAINABILITY PLAN UPDATE

Was a Program Sustainability Plan established in your program's most recent Comprehensive Program Plan and Review?

Yes ☐ If yes, please complete the Program Sustainability Plan Progress Report below.

No ☐ If no, you do not need to complete a Progress Report.

If you selected yes, please complete the Program Sustainability Plan Progress Report below after you complete the Data Analysis section. That data collection and analysis will help you to update, if necessary, your Program Sustainability Plan.

### DATA ANALYSIS AND PROGRAM-SPECIFIC MEASUREMENTS

Your responses to the prompts for the data elements below should be for the entire program. If this APPW is for multiple degrees and/or certificates then you MAY want to comment on each degree and/or certificate, or discuss them holistically for the entire program being sure to highlight relevant trends for particular degrees and/or certificates, if necessary. Responses in this document need only reference the most recent year's available data.

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### General Enrollment (Insert Aggregated Data Chart)

Insert the data chart and explain observed differences between the program and the college.

### General Student Demand (Fill Rate) (Insert Aggregated Data Chart)

Insert the data chart and explain observed differences between the program and the college.

### General Efficiency (FTES/FTEF) (Insert Aggregated Data Chart)

Insert the data chart and explain observed differences between the program and the college.

### Student Success—Course Modality (Insert Data Chart)

Insert the data chart and explain observed differences between the program and the college.

### Degrees and Certificates Awarded (Insert Data Chart)

Insert the data chart and explain observed differences between the program and the college.

### General Student Success – Course Completion (Insert Aggregated Data Chart)

Review the Disaggregated Student Success charts; include any charts that you will reference.

Describe any departmental or pedagogical outcomes that have occurred as a result of programmatic discussion regarding the data presented.

### CMC-STEP

Course	Semester	# of units	# of sections	# of Students Enrolled	Fill Rates in %	Student Success in course	Retention in program semester to semester	FTES	FTES/FTEF	Facility
PDS-CSA	F15	0.5	10	35	100	98	Data not available	6		East
Total F15							yet for this element	<b>6</b>	<b>17.96</b>	
PDS-CSA	Sp 16	0.5	10	33	97	98		4		West
ENGL 201A	Sp 16	4.0	1	25	80	80		3.33		East
FMST 270	Sp 16	3.0	2	61	84	84		6.18		East
Total Sp16				154				<b>15</b>	<b>13.9</b>	
PDS-CSA	F16	0.5	4	32	92	98		4.4		West
ENGL 201A	F16	4.0	2	25	79	79		4.54		E/W
PSYC 201	F16	3.0	1	26	100	100		2.67		West

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PSYC 206	F16	3.0	1	26	96	96		2.67		East
HIST 207B	F16	3.0	1	27	96	96		2.78		East
FMST 270	F16	3.0	1	24	88	88		2.47		West
FMST 278	F16	3.0	2	54	85	85		5.56		East
Total F16								<b>25</b>		
CSS 225	Sp17	3.0	1	24	Data not available	Data not available		2.2		East
ENGL 201A	Sp17	4.0	1	20				2.6		West
ENGL 201B	Sp17	4.0	1	19				2.4		East
FMST 272	Sp17	3.0	3	76				6.9		E/W
FMST 278	Sp17	3.0	1	25				2.3		West
HIST 207B	Sp17	3.0	1	18				1.7		West
PDS-CSA	Sp17	0.5	16	25				4.3		E/W
PSYC 206	Sp17	3.0	1	27				2.5		West
SOC 201A	Sp17	3.0	1	23				2.2		East
TOTAL								<b>27</b>		
<b>Fall 17</b>										East
BIO 220	Fa17	3.0	1	20						East
COMM 210	Fa17	3.0	1	19						West
CSS 225	Fa17	3.0	1	19						West
CUL 125	Fa17	1.0	1	20						WEST
CUL 210	Fa17	3.0	1	20						West
CUL 220	Fa17	3.0	1	20						West
ENGL 201A	Fa17	4.0	1	19						East
ENGL 201B	Fa17	3.0	1	19						West
HDHS 205	Fa17	3.0	2	49						East

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HDHS 213	Fa17	3.0	3	72						E/W
HIST 203A	Fa17	3	1	25						East
HIST 207B	Fa17	3.0	1	22						East
MUS 237	Fa17	3.0	1	21						West
NCTE 705	Fa17	0	4	81						E/W
NUTR 213	Fa17	0.5	1	20						West
SOC 201A	Fa17	3	1	24						West
SOC 204	Fa 17	3.0	1	27						East
<b>SP 18</b>										
BIO 220	Sp18	3.0	1	25						West
COMM 210	Sp18	3.0	1	23						West
CUL 125	SP18	1.0	2	TBD						West
CUL 210	Sp 18	3.0	2	TBD						West
CUL 220	SP18	3.0	2	TBD						West
ENGL 201A	SP18	3.0	1	11						West
ENGL 201B	Sp18	3	1	16						East
ENGL 231	SP 18	3	1	21						East
HDHS 279	SP18	3.0	3	81						E/W
HEED 206	SP 18	3.0	1	28						West
HIST 207B	SP18	3	1	25						West
MUS 236	SP18	3	1	25						E/W
MUS 237	SP 18	3	2	56						East
NCTE 705	SP18	0	6	TBD						E/W
NUTR 231	SP 18	0.5	2	TBD						West
PSYC 201	Sp 18	3	1	25						West
PSYC 206	Sp 18	3	1	27						East

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SOC 204	SP 18	3	1	23						West
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### OTHER RELEVANT PROGRAM DATA (OPTIONAL)

Provide and comment on any other data that is relevant to your program such as state or national certification/licensure exam results, employment data, etc. If necessary, describe origin and/or data collection methods used.

### PROGRAM OUTCOMES ASSESSMENT CHECKLIST AND NARRATIVE

#### CHECKLIST:

- ☐ SLO assessment cycle calendar is up to date.
- ☐ All courses scheduled for assessment have been assessed in eLumen.
- ☐ Program Sustainability Plan progress report completed (if applicable).

#### NARRATIVE:

Briefly describe program changes, if any, which have been implemented in the previous year as a direct result of the Program or Student Services Learning Outcomes Assessment. *If no program changes have been made as results of Program or Student Services Learning Outcomes Assessment, indicate: NONE.*

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### PROGRAM PLANNING / FORECASTING FOR THE NEXT ACADEMIC YEAR

Briefly describe any program plans for the upcoming academic year. These may include, but are not limited to the following: *(Note: you do not need to respond to each of the items below). If there are no forecasted plans for the program, for the upcoming year, indicate: NONE.*

- A. New or modified plans for achieving program-learning outcomes.
- B. Anticipated changes in curriculum, scheduling or delivery modality
- C. Levels, delivery or types of services
- D. Facilities changes
- E. Staffing projections
- F. Other

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### PROGRAM SUSTAINABILITY PLAN PROGRESS REPORT

This section only needs to be completed if a program has an existing Program Sustainability Plan. Indicate whether objectives established in your Program Sustainability Plan have been addressed or not, and if improvement targets have been met.

Area of Decline or Challenge	Identified Objective (Paste from PSP)	Planning Steps (Check all that apply)	Has the Improvement Target Been Met?
Enrollment		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Student Demand (Fill Rate)		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Efficiency (FTES/FTEF)		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Student Success – Course Completion		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Student Success— Course Modality		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Degrees and Certificates Awarded		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one

If Program Sustainability Plan is still necessary, provide a brief description of how you plan to continue your PSP and update your PSP to remove any objectives that have been addressed and include any new objectives that are needed.

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### OPTIONAL SURVEY

Please take 15 minutes to complete the IPPR Survey. Your assessment will serve to help us make the form and process better.

Thanks,

The IPPR Committee

Survey Link: <https://www.surveymonkey.com/r/J79W8GW>

The trend this year has been increasing student interest and involvement. On the East facility there are inmates who have been on a year waiting list. On the East facility we have added about 60 new students this academic year and are now implementing a waitlist for Fall 2018 because of the growing interest in Cuesta classes. The change from correspondence to in person college courses has led many students to come to Cuesta. Additionally, Proposition 57 has increased the interest in taking college level courses and pursuing an Associate's Degree. It is too early to identify enrollment trends for the courses offered at CMC. Each semester the program has grown as more inmates have expressed interest (and demonstrated readiness), more instructors have volunteered to teach at CMC, and more classrooms have become available, in particular at night. The efficiency will largely be determined (limited) by the classroom size of 27 students.

Some changes to the 2017-2018 school year has been our study hall hours. This time has allowed students to get more support in their classes. Study Hall is run by one of our non-credit instructors. We would like to expand this into tutoring, especially once we offer Math. During this next year, we will evaluate the success rates of all the classes and determine if there are populations in the CMC programs that are demonstrating lower success rates than other populations within CMC, and if the overall population at CMC has different success rates compared to the general Cuesta student population. If success rates indicate the need to provide support services, these will be implemented at CMC.

We are anticipating 29 Addictions Studies certificates to be awarded at the end of Spring 2018. Students in the degree and certificate programs at CMC are on track to complete all the courses. In Spring 2017 a study of the current students identifying which courses they have already taken (with Cuesta or through correspondence) and which courses are needed to complete the degree. The fact that many inmates have already completed degree-applicable courses through correspondence complicates the process of scheduling the courses for specific cohorts of students in each academic program.