Program Review and Planning 2019-2020

OVERVIEW OF PROGRAM REVIEW AND PLANNING FOR INSTRUCTIONAL PROGRAMS

Program Review is about documenting the plans you have for improving student success in your program and sharing that information with the community. Through the review of and reflection on key program elements, program review and planning identifies program strengths as well as strategies necessary to improve the academic discipline, program, or service to support student success. With our new Guided Pathways plan, this review becomes even more crucial for the success of our students and college.

We are using the Strengths, Opportunities, Aspirations, Results (SOAR) strategic planning technique to help us focus on our current strengths and opportunities, create a vision of future aspirations, and consider the results of this approach.

BASIC PROGRAM INFORMATION

Academic Year
2019-2020

Are you completing a comprehensive or annual PRP?
Annual

Department Name
World Languages

Discipline Name
German (GERM)

Department Chair Name
Beatrice Manneh

Division Name
Languages and Literature

Website address for your discipline
https://www2.palomar.edu/pages/worldlanguages/german-deutsch/

Discipline Mission statement
The mission of the World Languages Department is to provide an engaging teaching and learning environment for students to gain language proficiency in Arabic, Chinese, French, German, Italian, Japanese and Spanish. Emphasis is on the expansion of cross-cultural awareness, as well as the development of speaking, listening, reading and writing skills in the target language. Through the study of languages, students develop an awareness of the experiences of others, an understanding of their unique ways of life, and a recognition and respect for their diversity and contributions to the world.
We are committed to helping our students achieve communicative competence in world languages in order to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

(click here for information on how to create a mission statement)

Does your discipline have at least one degree or certificate associated with it?
Yes

Are any of your programs vocational (CTE/CE)?
No

List all degrees and certificates offered within this discipline.

AA degree in German
German Certificate

Please list the names and positions of everyone who helped to complete this document.
Beatrice Manneh, Assistant Professor, German and department chair

Full-time faculty (FTEF)   **Part-time faculty (FTEF)**
0.33   0.67

Classified & other staff positions that support this discipline
One (1) FT   "ADA" supports this discipline and the other 7 disciplines in the department.
One (1) FT   "Instructional Support Asst III" supports this discipline and the other 7 disciplines in the
WLRC.
Currently, there is a vacant classified position "Instructional Support Asst II".

Additional hourly staff that support this discipline and/or department
Student and short-term hourly offer general assistance in the WLRC.

One (1) German-speaking student tutor approx. 5 hours per week

PROGRAM INFORMATION

PROGRAM OUTCOMES

Begin this section by reviewing the Program Review reports for courses and programs in TracDat. All
active course and program outcomes should be systematically assessed over a 3-year cycle.

- **Program** = Leads to a degree or certificate

- **Discipline** = A group of courses within a discipline

*Programs will be able to complete program completion and outcome questions.

**How well do your program's learning outcomes communicate the scope and depth of the
degree/certificate offered and align with employer and transfer expectations?**
Successful completion of this program will give students a strong working knowledge of German and allow
them to use their language and cultural skills in the workforce or to transfer to a four-year university.
The learning outcomes communicate well the expected level of language proficiency. A review of the 3rd
year German program at CSU and UC institutions convinces me that the outcomes indicate that Palomar
students will be well prepared to continue to the next level.
Example:
SDSU:
GERMAN 300: READINGS IN CONTEMPORARY GERMAN CULTURE (3 units)
Development of advanced proficiency in reading comprehension and oral communication. A novel and
many short readings, both fiction and non-fiction, will explore topics of current cultural relevance. Students
will take a midterm and final exam.

Program SLOs German at Palomar College:
- Students will comprehend spoken German appropriate to the fourth semester level.
- Students will comprehend and analyze texts in German appropriate for the fourth semester level, such as
newspaper articles, essays, or short works of literature.

Describe your program's plan for assessing program learning outcomes.

Program SLOs and learning outcomes will be assessed following a three-year cycle. Once available, the data will be input into Tracdat. Writing and listening assessments are graded using a department rubric. A grade of 70% is required for completion.

Summarize the major findings of your program outcomes assessments.
The German Program is too new for any data to be available.

Depending on the degree or transfer goals of our students, they have the choice of three different GE pathways:

- Associate Degree GE Requirements

- CSU GE Requirements

- IGETC Requirements

Palomar College has identified a set of General Education/Institutional Learning Outcomes, which represent the overall set of abilities and qualities a student graduating from Palomar should possess.Click here for a link to Palomar's GE/ILOs.

PROGRAM COMPLETIONS

Student success is at the core of what we do in assisting students in achieving their goals.

The Chancellor's Office Vision for Success stresses the importance of Program Completion as a major goal for our students. In addition, transfer and career readiness are key components of Palomar College's mission statement. This year, our funding formula has also changed reflecting this emphasis, providing additional funding as a function of the number of completions.

In this section we will identify a program standard and a stretch goal (what you would like to move toward) for program completions.

The standards represent the lowest number of program completions deemed acceptable by the College. In other words, if you were to notice a drop below the set standard, you would seek further information to examine why this occurred and strategies to increase completions.

In this section we will identify a program standard and a stretch goal (what you would like to move toward) for programs.

List the number of completions for each degree/certificate for the previous year.
2 students completed the AA degree in the last year.

Have your program completions Increased, decreased, or stayed the same over the last 5 years?
Increased

What factors have influenced your completion trends?
We did not have an AA degree or certificate until fall 2018.

The Chancellor's Office Vision for Success stresses the importance of reducing equity gaps through faster improvements of underrepresented groups.

ACCJC also requires that colleges establish institutional and program level standards in the area of

success rates. These standards represent the lowest success rate deemed acceptable by the College. In other words, if you were to notice a drop below the rate, you would seek further information to examine why the drop occurred and strategies to address the rate.

Click on this link to review the course success rates (A, B, C, or Credit) for your discipline.

In this section we will identify a course success rate standards and a stretch goal (what you would like to move toward) for programs.

Course Success Rates by gender, age, ethnicity, special population, location, and modality (You can access the Student Equity Plan on the SSEC website https://www2.palomar.edu/pages/ssec/)

COURSE INFORMATION

COURSE SUCCESS AND RETENTION

What is your program's standard for Discipline COURSE Success Rate?
70.0%

Why did you choose this standard?
The department follows the Palomar College standard. SLO assessments indicate the student progress is adequate with the 70.0% standard. Most students exceed it.

What is your Stretch goal for COURSE success rates?
75.0%

How did you decide upon the goal?
The average success rate of all four German class-levels (GERM 101, 102, 201, 202) of the past five years was 77% whereas the success rate of the 202 class was extremely high (93%). Due to class cancellations of especially higher level classes, and the GERM 101 class having the lowest success rate during the last five years with an average of 74.4 %. Based on the data found on the Institutional Research and Planning page, 75% appears to be an appropriate stretch goal based on the various factors that affect course success rates.

COURSE OUTCOMES

How have you improved course-level assessment methods since the last PRP?
We have reviewed course-level assessment methods since the last PRP and, based on the results, we have determined that they are still appropriate. We will continue to monitor all course-level assessment methods and determine at the end of each semester if changes need to be made. I made changes to the assessment-assignments to make the expectations clearer for the students. Many of my students test above average and assessment methods seem valid.

Summarize the major findings of your course outcomes assessments.
Most students exceeded expectations on the assessments with rating either as "high" or "met". Our German students seem to be acquiring skills according to plan and are well served by our program. There is more emphasis on reading and writing in the new textbook we are using, which I think is beneficial. In order to meet the needs of all students and uphold the high course outcome assessment results, students must continue to have access to tutors and resources in the World Languages Resource Center.

This section is intentionally blank for annual PRPs. Please click "Next" to continue.

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Program Goals

In the previous sections, you identified opportunities for improvement. Using these opportunities, develop 3-year SMART goals for your department. Goals should be Specific, Measurable, Attainable, Relevant, Time-Specific. Ensure your goals align with the mission of your department and/or the College's strategic plan.

Please list all discipline goals for this three-year planning cycle. Click here for previous PRPs and goal information.

Goals

Goal 1

Brief Description
Offer German 202 and 225 courses and enroll students in the new AA degree and certificate program

Is this a new or existing goal?
Existing

Goal Status
Ongoing

How will you complete this goal?
The 225 course is being offered this fall (2019). GERM 202 was offered in spring 2018 and cut due to low enrollment. Because there are only few low level classes offered, it is almost impossible to reach required fill-rates for upper level classes such as 225 and 202 to be taught. I will continue to reach out to counselors, colleagues, high schools and the community to advertise the German program and recruit new students.

Outcome(s) expected (qualitative/quantitative)
As word gets out about the program, interest continues to grow. With the 202 and 225 courses and the prospect of earning an AA degree, more students will be enrolling in the German program.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?
The mission of the World Languages Department is to help our students achieve communicative competence in world languages in order to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world. Both the GERM 225 and 202 classes will contribute to our students achieving this competence. If courses are offered on a continued basis, student will be able to complete their AA degrees in two years.

Expected Goal Completion Date

Goal 2

Brief Description
Strengthen course offerings by offering online courses

Is this a new or existing goal?
Existing

Goal Status
Ongoing

How will you complete this goal?
We are offering an online GERM 101 class this fall for the first time. We would like to offer a GERM 102 and 201 class in the future. We will develop knowledge/experience with Canvas to facilitate management of online courses.
At the same time it is important that we also continue to offer face-to-face classes as many students still prefer this way of learning.

Outcome(s) expected (qualitative/quantitative)
As the new online courses are developed, it is expected that enrollments will increase as students will have more options to chose from (face-to-face vs. online). This will lead as well to higher retention rates and the opportunity to reach a larger demographic.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?
These offerings will make it easier for students to integrate our high course-credit-hour offerings (5 credit hours per course) with other offerings and improve their ability to meet the requirement for graduation in less time.

Expected Goal Completion Date
5/31/2022

Goal 3

Brief Description
Offer authentic language experiences for students

Is this a new or existing goal?	**Goal Status**
Existing	Ongoing

How will you complete this goal?
Most German classes now have a "cultural event" requirement, the others encourage participation in a cultural event and give extra credit. Specifically for German, we now offer participation in the National German Exam of the American Association of Teachers of German, a library tour in German and a German Board Game night each semester. We also encourage our students to experience cultural events that have to do with the German-speaking countries in the community such as Theaterfest, Oktoberfest and German film festivals. The department also holds Café International (a language fair for all languages, including German) each semester. The department is also working on establishing a Study Abroad program.

Outcome(s) expected (qualitative/quantitative)
Students will participate in the above activities and be immersed into the culture of the German-speaking countries for at least one event per semester.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?
These programs/opportunities support the department goal "Through the study of languages, students develop an awareness of the experiences of others, an understanding of their unique ways of life, and a recognition and respect for their diversity and contributions to the world."

Expected Goal Completion Date

Goal 4

Brief Description
Hiring and maintaining a German tutor in the World Languages Resource Center

Is this a new or existing goal?
Existing

Goal Status
Ongoing

How will you complete this goal?
Continue to train and support the current tutor. Hire a new tutor as needed. Maintain or increase the number of hours for tutors available for the department and the discipline by using any hourly funds available to the department to hire students who can serve in two roles as tutor and general staff in the WLRC.

Outcome(s) expected (qualitative/quantitative)
Peer tutoring is one of the best ways that students learn and review material outside of the classroom. Not only is the material being presented in a different way but it is being presented by someone that will not be grading the students. The expected outcome is greater student retention and success rates in our courses.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?
By providing well-trained tutors, the German program will be able to provide students with a more effective and engaging teaching and learning environment and greater access to educational resources and learning support outside of the classroom. A tutor also gives students the opportunity to experience the culture of the German-speaking countries from a different person than just the class instructor and broaden their horizon that way. Tutors also give the students a chance to explore the language and culture in a relaxed environment without the pressure of assessment.

Expected Goal Completion Date

Goal 5

Brief Description
Hire faculty of diverse background and linguistic preparation

Is this a new or existing goal?
Existing

Goal Status
Completed

How will you complete this goal?
The department has hired two positions: 1. Spanish, 2. French/Spanish.

Outcome(s) expected (qualitative/quantitative)
Additional faculty is improving the full time/part time ratio to bring them more inline with expectations and to improve the learning experience for students.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?
These hires are improving the department's mission to "provide an engaging teaching and learning environment for students" by having additional full time staff to develop improved programs and provide consistency in program planning and execution.   In addition it will bring the full time/part time ratio closer

to the college level.

Expected Goal Completion Date
5/31/2019

Goal 6

Brief Description
Increase awareness/inclusion of PT Faculty

Is this a new or existing goal?   **Goal Status**
Existing   Ongoing

How will you complete this goal?
Meet individually with PT faculty with respect to department and college communications, SLOs and assessments, recruitment strategies, German AA degree pathway, etc.

Outcome(s) expected (qualitative/quantitative)
PT faculty will better understand and feel included in the operation of the department. Their experiences and ideas will be brought to department meetings.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?
The department mission states "We are committed to helping our students achieve communicative competence in world languages in order to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world." This goal of inclusion in department operations for PT faculty will support this mission directly.

Expected Goal Completion Date

STAFFING AND RESOURCE NEEDS

Instructions

1. Refer to Strategic Plan.
2. See Data.
3. See career info (In PRP)

Are you requesting additional full-time faculty?   **Are you requesting additional Staff, CAST or AA?**
No   Yes

In the last ten years, what is the net change in number of Staff in the department? (loss vs. gain)
Loss of one (1) full-time staff member in the World Languages Resource Center (WLRC).

REQUEST FOR ADDITIONAL STAFF, CAST, AA

Staff, CAST, AA request 1

Title of Staff position you are requesting

ISA-1

How will this Staff position help meet district (Guided Pathways, Strategic Enrollment Management etc.), department and/or discipline goals?
Our goal is to keep the World Languages Resource Center open to serve students, to allow them to complete their course requirements and to provide the students instructional support.

Is there a scarcity of qualified Part-Time Staff (for example: Specialized degree/experience, emerging/rapidly changing technology, high demand)
There is a scarcity of funds and there are college-restrictions on the rehiring of the most-qualified and experienced staff.

Are you requesting this position for accreditation, regulatory, legislative, health and safety requirements? Please explain.
No.

RESOURCE REQUESTS AND BUDGET ALLOCATION REVIEW

Budget Analysis: This section should be completed by department chairs by the end of September.

Are there areas in your budget where there has been a historical surplus (See three year trend)?
No

Are there processes that need to be examined to ensure we are being the most efficient with funding?
No

Are there ongoing needs in your department budget that you currently do not have the resources for?
No

Do you have non-general fund sources of funding?
No

One Time Needs

For more information about funding sources available, see IELM BLOCK GRANT, LOTTERY PERKINS AND STRONG WORKFORCE GUIDELINES (on the left menu of the web page.)

Please check with your department chair on the availability for this cycle.

Do you have one-time funding requests?
No

Review

Chair Review

Chair Comments
I reviewed this PRP. The program data, policies, goals, and needs are clearly stated and align with the department's.

Chair Name   **Chair Sign Date**

Beatrice Manneh   10/28/2019

Dean Review

Strengths and successes of the discipline as evidenced by the data and analysis:

Areas of Concern, if any:

 Recommendations for improvement:

Dean Name   **Dean Sign Date**

IPC Review

Strengths and successes of the discipline as evidenced by the data and analysis:

Areas of Concern, if any:

Recommendations for improvement:

IPC Reviewer(s)   **IPC Review Date**

Vice President Review

Strengths and successes of the discipline as evidenced by the data and analysis:
Good overall review. Logically presented and summarized- thank you.

Areas of Concern, if any:

Recommendations for improvement:

Vice President Name   **Vice President Sign Date**
Jack S. Kahn Ph.D.   1/23/2020