



Barstow Community College  
**INSTRUCTIONAL  
PROGRAM REVIEW**

(Refer to the Program Review Handbook when completing this form)

PROGRAM:

Academic Year:  FULL PROGRAM REVIEW Date Submitted:

Academic Year:  ANNUAL UPDATE #1 Date Submitted:

Academic Year:  ANNUAL UPDATE #2 Date Submitted:

**By:**

Faculty Lead:

Members:

1. Mission and Vision
2. Description and Overview
3. Program Data
4. Curriculum
5. Internal Factors
6. External Factors
7. Continuing Education and Professional Development
8. Prior Goals and Objectives
9. Action Plan: Goals/Objectives/Actions
10. Resources

## 1. Program Mission and Vision

### A. Program Mission

The Barstow Community College Physical Education Department, is dedicated to enhancing the students and the community's educational experiences through a wide variety of movement activities and academic development. We aim to energize, educate and foster lifetime fitness/wellness values to students of all cultures and diversities.

### B. Program Vision (*Where would you like the Program to be three years from now?*)

To expand the current certificate program to meet the students and communities affective, psychomotor and cognitive (domains) needs relating health and wellness.

### C. Describe how mission and vision align with and contribute to the College's [Mission](#) and [Vision](#)

The different domains that are taught within our program are interwoven throughout the colleges learning environment and extend out to the community.

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## 2. Program Description and Overview

Assume the reader does not know anything about the Program. Describe the Program, including—but not limited to—the following:

- A. Organization, including staffing and structure
- B. Who do you service (including Demographics)?
- C. What kind of services does your program provide?
- D. How do you provide them?

The physical education department consists of three full time instructors and 9 part-time/adjunct instructors, which include several coaches in the athletic department. We service the entire college community who participate in our various activity courses and general education lecture courses. We service this community by providing instruction and science based information about physical education. This is accomplished by a variety of activity classes and in lecture/lab settings

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### 3. Program Data

#### A. PERFORMANCE DATA

Discuss the program's performance on the specific data items listed below:

1) Full-time/Part-Time Faculty Ratio

7/1.78\* according to Mr. Yuan's statistics. We actually have 3 fulltime to 9 part time.

2) Course Completion Rate

	TRADITIONAL	ONLINE
a) Full-time:	0.83	0.92
b) Part-time:	0.91	0.83

3) Course Success/Retention Rate

	TRADITIONAL	ONLINE
a) Full-time:	0.82	0.76
b) Part-time:	0.54	0.62

4) WSCH/FTEF Ratio

	TRADITIONAL	ONLINE
a) Full-time:	718.1	729.2
b) Part-time:	438.2	694.3

5) Fill Rate

	TRADITIONAL	ONLINE
a) Full-time:	0.30	0.72
b) Part-time:	0.90	0.90

Discussion: \*#1-Calculated not accounting for simultaneous classes (eg. PEAC 3,4,29)and cross listed classes (HEAL/HOME2).

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**B. Progress on Program Level Outcomes (PLOs) and Student Learning Outcomes**

- 1) Summarize the progress your program has made on program and/or course level SLO measures. (Include *Outcome Statements* in this summary.)

Progress is going well. We submit them on a regular basis and timely basis. The program has not been viable; therefore, this is the only progress to report.

- 2) Describe any program, course, and/or instructional changes made by your program as a result of the outcomes assessment process.

Since our program is still continuing to develop and its viability is in its infancy, we have not reached the point of completing a comprehensive assessment cycle of closing the loop.

- 3) Reflecting on the responses for #1 and #2 above, what will you implement for the next assessment cycle?

Our goal is to continue the process working towards a viable program/certificate and to reach a full assessment cycle in order to close the loop and continue to improve the quality of instruction and assessment within our program.

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**C. Supporting Assessment Data (See Handbook for additional information)**

- 1) Provide a list of any additional measures (not included in 3.A.) that you have chosen to gauge your program's effectiveness (e.g.: transfers, degrees, certificates, satisfaction, student contacts, student headcount, Perkin's data, etc.).

Does not apply as of yet; since our program is still not viable.

- 2) Summarize the results of these measures.

None to report at this time.

- 3) What did you learn from your evaluation of these measures, and what improvements have you implemented, or do you *plan*\*to implement, as a result of your analysis of these measures? (\*List any resources required for planned implementation in #10: Resources.)

None to report at this time.

- 4) ~~Include DCP Program Assessment Benchmarks, providing analysis of data on long term goals and objectives.~~

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D. Two-Year Scheduling Plan

- 1) What is the program's Two-Year Scheduling Plan? What changes, if any, have been made since the last Program Review?

We need to offer all the courses in the Physical Education certificate.

- 2) How effective has the Two-Year Scheduling Plan been in meeting student needs and educational goals?

It has not been effective because we have not offered all the course on regular schedule.

- 3) Reflecting on these results, what are the goals for the next assessment cycle?

To offer PELC 3 and 5 and to develop online courses for both.

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#### 4. Curriculum

- A. List any new courses or program changes since the last program review. Be sure to include any newly approved prerequisites or corequisites.

We ceased offering the Physical Education Degree because we could not offer the classes the state mandated program requires.

- B. Explain the current evaluation process. How and when was the curriculum last evaluated? (*Appropriateness, archiving, deleting, revising, etc.*)

We have archived and deleted several activity courses that we no longer offer. In addition we are revising several live courses to meet the online format.

- C. List any courses not in full compliance with Curriculum Committee Standards, including those that have not been updated in the past six years (*see Curriculum Manual for additional information, if necessary*).

None that we are aware of.

- D. Curriculum Development: What is the plan for maintaining the currency and viability of your curriculum (*including all modes of delivery*)?

Ensuring instructional alignment, that connects PLO/SLO to traditional and authentic forms of assessment. Updating curriculum changes that are prevalent in the currency for each course level. Developing online formats for all of our Physical Education certificate courses. Our goal for our courses within our program is to “close the loop” and drive our decision making processes in an effort to continually improve our pedagogical content knowledge.

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#### 5. Internal Factors (*see Handbook for worksheet*)

- A. Strengths

We have high levels of retention and completion within in our program according to our data. We provide the campus with a facility and expertise that enables students to improve their overall fitness and wellbeing. The state is providing us with a state of the art wellness facility.

- B. Weaknesses

We have some archaic and rigid staffing issues that keep us from progressing as a department. These issues also put an undue work load on the remaining staff. We are understaffed, we have had two full time instructors retire and or leave and they have not been replaced in the last five years. Our operating budget is very small and not enough to purchase needed, up to date equipment for measurement of SLO's and students measurements during pre and post testing. The budget barely pays for maintenance of old equipment.

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## 6. External Factors *(see Handbook for worksheet)*

### A. Opportunities

We have an opportunity to work with our community/city department of recreation, in developing more programs for senior wellness and K-6 students.

### B. Threats

Current state budget, legislation, and shrinking tax base are a threat to our discipline. We have lost two full- time faculty in the last seven years that have not been replaced.

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## 7. Continuing Education/Professional Development

### A. What continuing education and/or professional development activities have program/unit members participated in during the current cycle?

We are members of AAHPERD, NATA, NASPE, ACSM and CCCAA. We have been involved at the local, state, national and international levels with these associations. We have attended several professional conferences to improve and expand our knowledge with in the currency of our subject matter.

### B. What are the continuing education and/or professional development plans for the upcoming cycle?

We plan to continue to be members of these associations and participate in various capacities that will strengthen our current pedagogical content knowledge base.

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### 8. Prior Goals/Objectives

Briefly summarize the progress your program/ has made in meeting the goals and objectives identified in the most recent Program Review or Annual Update. *(Include measurements of progress or assessment methods.)*

We have a new wellness center and with that we will have brand new equipment for this center. This will also provide an adequate changing facility for the center by incorporating the gymnasium's locker room. There is a physical education certificate program on paper. The athletic training certificate and physical education degree have been dropped, due to changes in the state and national program guidelines for these disciplines. We now have state of the art standards for both the volleyball and badminton classes. There have been a variety of new pieces of equipment purchased for the fitness lab. These include Olympic squat/leg press unit, Olympic lifting platform and Olympic plates and storage racks and a digital scale and body composition analyzer.

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### 9. Goals/Objectives/Actions (ACTION PLAN)

- A. **GOALS:** Formulate Program Goals to maintain or enhance program strengths, or to address identified weaknesses.
- B. **ALIGNMENT:** Indicate how each Goal is aligned with the College's [Strategic Priorities](#).
- C. **OBJECTIVES:** Define Objectives for reaching each Goal.
- D. **ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE:** Create a coherent set of specific steps (Actions/Tasks) that must be taken to achieve each Objective.



- E. **OUTCOMES:** State intended Outcomes and list appropriate measures and assessment methods for each Outcome.
- F. **ADDITIONAL INFORMATION:** This area provides for the additional communication of information necessary to further “close the loop” on the goal or action plan, as it relates to Institutional Planning. This may include references to other institutional documents, such as governing or compliance documents (i.e. Board Policy, Administrative Procedures, Title V), institutional planning documents (i.e. [Strategic Plan](#), [Educational Master Plan](#), [Facilities Plan](#), [Technology Plan](#)), or Board, Presidential, Supervisory or Departmental recommendations or goals, etc. (*See Handbook for additional examples.*)

Complete the following table with your Program’s **ACTION PLAN**, which must include a **minimum of 3 goals**:

ACTION PLAN					
GOAL	ALIGNMENT WITH <u>BCC STRATEGIC PRIORITIES</u> <small>(click link for list of Strategic Priorities)</small>	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT	
#1	Develop an online format for PELC 3 and 5	<i>List all that apply: 1a, 2a,b,</i>	#1 create the content through scope and sequencing	Assign the task to one of the instructors that teach the course	When the course is fully developed and put online
			#2		
			#3		
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#2	Increase activity course offerings to include, tennis, Golf, bicycling, senior wellness, and a standalone PEAC3 circuit training.	<i>List all that apply: 1a, 2a, 3a,b</i>	#1 refurbish existing facilities (tennis)	Persuade administration of needs.	When the courts upgrades are implemented.
			#2 develop courses	Assign the task to faculty	When the courses are fully developed and scheduled
			#3 obtain approval from instruction to offer the course	Set up meeting with instruction office administrators	When the course is offered as a standalone class.
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#3	Sequencing the Physical Education certificate courses on a regular schedule	<i>List all that apply: 1a, 2a, 3a,b</i>	#1 offer PELC 3 once per academic year	Have an instructor put this in their class schedule.	When approved and offered
			#2 offer PELC 5 once per academic year	Have an instructor put this in their class schedule	When approved and offered
			#3		
<i>Additional Information:</i>					

ACTION PLAN					
GOAL		ALIGNMENT WITH <a href="#">BCC STRATEGIC PRIORITIES</a> <small>(click link for list of Strategic Priorities)</small>	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
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<b>#4</b>  #1 purchase a set of heart rate monitors. #2Purchase 2 sit and reach apparatus.	Acquire a variety of measurement instrumentation for SLO measurement in PEAC 3, 4, & 29, HEAL 1	<i>List all that apply: 1a, 2a, b, 3a</i>	#1 purchase a set of heart rate monitors.	Fill out BAP and obtain approval.	When the instrument is obtained.
			#2Purchase 2 sit and reach apparatus.	Fill out BAP and obtain approval.	When the instrument is obtained.
			#3 3 body composition instruments.	Fill out BAP and obtain approval.	When the instrument is obtained.
#3 3 body composition instruments.	Fill out BAP and obtain approval.				
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<b>#5</b>		<i>List all that apply:</i>	#1		
			#2		
			#3		
<i>Additional Information:</i>					
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<b>#6</b>		<i>List all that apply:</i>	#1		

ACTION PLAN					
GOAL		ALIGNMENT WITH <a href="#">BCC STRATEGIC PRIORITIES</a> <small>(click link for list of Strategic Priorities)</small>	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
			#2		
			#3		
	<i>Additional Information:</i>				
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## 10. Resources Required

List all significant resources needed to achieve the objectives shown in the table above, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements noted in 3.C.

**IMPORTANT:** A [BUDGET ALLOCATION PROPOSAL](#) must be completed and submitted for **EACH** new resource requested. *(Click the link to access the form.)*

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source
4	1	Set of Heart Rate Monitors	\$4,538.00	yes	
4	2	2 sit and reach testers	\$385.00	yes	
4	3	3 body composition analyzers	\$450.00	yes	

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Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source

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Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source