Barstow Community College

INSTRUCTIONAL
PROGRAM REVIEW

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

PROGRAM: Photography

Academic Year: 2014–15   **FULL PROGRAM REVIEW**   **Date Submitted:** Oct 2, 2015

Academic Year: 2015–16   **ANNUAL UPDATE**   **Date Submitted:** Oct 1, 2016

By:

Faculty Lead: Kim Lytle

Members: Will Henderson

1. Program Mission and Vision

A. **Program Mission**

> This program will strive to provide a learning environment conducive to the success of the student to achieve the basic working knowledge of digital camera and imaging software.

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

> Providing career and technical education and workforce development programs and courses that give students the knowledge, skills, and certification necessary for success in the workplace.

C. **Describe how mission and vision align with and contribute to the College's Mission and Vision**

> Offering programs to prepare students in basic skills, career and technical education, lifelong learning opportunities, and comprehensive lower division courses that meet articulation agreements for student transfer to four-year colleges and universities.
> Partnering with local agencies, businesses, schools, and military bases to promote positive community development and economic growth.

DATE:	September 16, 2016
ANNUAL UPDATE #1:	1.B Program Vision – the approval for courses/certificate/degree will be completed by the Chancellor's office

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?

> Provide the students with a broad base of technical skills in photography, with an added emphasis on visual communication. Prepare students to enter the photographic field in a variety of positions such as production printer, studio photographer, photo lab technician, and freelance photographer. Photo is part of the CTE program and is led by the dean of instruction and one part – time faculty member. Photo classes are open to any currently admitted student. The program prepares students for a variety of professional positions. Classes are offered in the late afternoon or evening and are often "stacked" to assure minimum enrollment requirement.

DATE:	September 16, 2016
ANNUAL UPDATE #1:	2.A. The Photography Program consists of one certificate and degree that are currently being revised at the Chancellor's office to incorporate the new courses. Our program offers 5 courses towards their certificate and 6 courses towards their degree. The staffing structure for our program consists of 1 part-time faculty member.

2. B. We have a very diverse group of students – varying in age, gender, and ethnicity. Some of our students are: first time students, some work full-time, taking courses late afternoon / evening.

We have students who participate in ACCESS, EOPS, and VETEA.

The students who enroll in our courses most commonly represent our local community or our neighboring communities.

2.C. Our program works closely with our Dean of Instructions and Workforce and Economic Development, the Academic Counselors, Curriculum Chairperson/Committee, and Career Technical Education.

2.D. We provide these services for our students by scheduling courses with our Dean of Instruction and Workforce and Economic Development that support the two-year plan, we submit our program review and budget allocation proposals.

Office hours are varied during the week in order to attempt to meet the needs of our students who work full time. We do schedule appointments as needed.

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

FT faculty = 0/ Part-time faculty = 2
Part-time faculty = 100% of the program's instructors

2) Course Completion Rate

	TRADITIONAL	ONLINE
a) Full-time:	Not Applicable	Not Applicable
b) Part-time:	53%	Not Applicable

3) Course Success/Retention Rate

	TRADITIONAL	ONLINE
a) Full-time:	Not Applicable	Not Applicable
b) Part-time:	Enrolled: 60 Successful: 51 Success 85%	Not Applicable

4) WSCH/FTEF Ratio

	TRADITIONAL	ONLINE
a) Full-time:	Not Applicable	Not Applicable
b) Part-time:	Not Applicable: data not available	Not Applicable

5) Fill Rate

	TRADITIONAL	ONLINE
a) Full-time:	Not Applicable	Not Applicable
b) Part-time:	1st Day/Max: 31.11% Census/Max: 22.22% EOT/Max: 21.48%	Not Applicable

Discussion:

DATE: September 16, 2016

ANNUAL UPDATE #1:

1) Full-time/Part-Time Faculty Ratio
   0/1/100%
2) Course Completion Rate
   94.64%
3) Course Success/Retention Rate
   78.57%
4) WSCH/FTEF Ratio
   268/0.666 = 402
5) Fill Rate
   76%

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.)*

Program Learning Outcomes:
1. Demonstrate the technical knowledge for using the photographic digital camera.
2. Define digital photography terminology and identifies image editing software features and their proper use.
3. Create photo-based artwork that demonstrates proficiency in digital photography techniques giving completer the skill to enter or advance in the work force in the field photography.

1.) In 2012-2013, PHOT course outlines of record were updated to accurately list the SLOs for each course taught in that academic year. All student learning outcomes were assessed for each course taught. We plan continue to assess each class as it is taught. Program outcomes provide the students with a broad base of technical skills in photography, with an added emphasis on visual communication. Prepare students to enter the

photographic field in a variety of positions such as production printer, studio photographer, photo lab technician, and free-lance photographer.

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

Revising the SLOs and Course Outlines of record has helped recognize outlines are not up-to-date with photo technology. Classes PHOT 3C and PHOT 4C are in the process of replacing Photo 2A and 2B to digital photography classes. Students are now being given a weekly photo assignment that are projected on the smart board for review and discussion with the class on the technics used and how to improve their camera and photographic skills.

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

Any remaining SLOs will be placed on the course outlines when courses are taught or created. PHOT classes will be revised to align with new photo technology including digital cameras.
Our program outcomes progress

1.) Demonstrate the technical knowledge for using the photographic digital camera.

2.) Define digital photography terminolgy and identify image editing software features and their proper use.

3.) Create photobased artwork that demonstrates profeincy in digital photography techniques giving completer the skills to enter or advance in the work force in the field of Photography.

DATE: September 16, 2016

ANNUAL UPDATE #1:

1)**Program learning outcomes** identify that we will provide student with image editing software features and their proper use and digital photography techniques, however, without the appropriate electrical flow to the facility currently being provided and the need for new computers software the program learning outcomes are becoming a challenge for students. **A BAP was submitted for computers and software as well as for increased electrical flow.**

2)Currently PHOT 2B represents our Capstone courses for Photography. The students complete a Portfolio that is an accumulation of assignments from previous and current courses.

PHOT 1C
SLO #1 = Frame Assignment = 40/42 = 95%
SLO #2 = Project = 40/42 = 95%
SLO #3 = Presentation = 40/42 = 95%

PHOT 2C
SLO #1 = Project = 37/39 = 95%
SLO #2 = Project = 37/39 = 95%
SLO #3 = Project = 37/39 = 95%

PHOT 2A
SLO #1 = Project = 30/32 = 94%

SLO #2 = Project= 30/32 = 94%
SLO #3 = Presentation = 30/32 = 94%

PHOT 2B = Capstone Course
SLO #1 = Portfolio = 32/34 = 94%
SLO #2 = Portfolio = 32/34 = 94%
SLO #3 = Portfolio = 32/34 = 94%

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.).*

Each week students are required to submit assigned photo's for review on the projection system for class discussion. The students are required to explain their camera settings and technique used in taking the photograph. The Photographs are then reviewed by the rest of the students giving there ideals and comments.

2) Summarize the results of these measures.

- Photographic projects - 97% were successful completing this with a "C" or better, 1 % failed to follow the guidelines/rubric and 2% stopped coming to class or failed to submit the assignments.

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.)*

Evaluate the students understanding of the camera operation and photographic techniques assigned to them. The Photographic projects were a great way to see how much the students had learned in this course. It was great to see the students use different types of camera, lenses and lighting for their projects. Then edit the photograph with computer imaging software to complete the final look.

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

N/A

DATE: September 16, 2016

ANNUAL UPDATE #1: No changes at this time

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?

See the attached form for the two year plan in PHOT

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

There has been a 90% success rate of students completing the classes

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

To update the photo program to increase the number students graduating with Associates degrees in photography

DATE: September 16, 2016

ANNUAL UPDATE #1: 3.D.1.Once the new courses are approved the Two Year Plan will change accordingly from what is shown below to include the newer courses approvals.

PHOTOGRAPHY DEPARTMENT			
FALL (ODD YEARS)		SPRING (EVEN YEARS)	
LIVE	ONLINE	LIVE	ONLINE
PHOT 1C	N/A	PHOT 1C	N/A
PHOT 2A	N/A	PHOT 2A	N/A
PHOT 2B	N/A	PHOT 2B	N/A
PHOT 2C	N/A	PHOT 2C	N/A
		PHOT 9	N/A

3.D.2 Data reflects a 4% increase in student completion
3.D.3 Attended several job fairs and Career Days at the high schools promoting the program.

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.

The department updated all course outlines or courses taught in 2013-2014 with SLOs.

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

The curriculum for PHOTO was evaluated in 2013-2014 – resulting in the new SLOs on the course outlines.
The curriculum process at this time, relies on CTE training, program review and curriculum requirements. There is not standing curriculum discussion in the department since until very recently only adjuncts taught in the discipline.

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)*.

All courses should be in full-compliance at this time. Do the pre-requisites need to be validated again?

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

> PHOTO is primarily hands-on and there are no clear plans to change mode of delivery at this time. PHOT Course Outlines of Record will be revised to align with new photo technology including digital cameras.

DATE:	September 16, 2016
ANNUAL UPDATE #1:	4.A. No changes 4.B. New courses were submitted through curriculum and are currently at the Chancellor's office that ensure newer technology and experience. 4.C. Our program reviews pre-requisites as required by the State. This was done in Fall 2015. 4.D. No changes

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

A. Strengths

> qualified adjuncts," "high success rates

B. Weaknesses

> Low completion rates

DATE:	September 16, 2016
ANNUAL UPDATE #1:	**A. Strengths** Instructors maintain current knowledge/trends required in today's market. Reviews and tests new programs that support the education of the students. Advisory meetings are held once a year seeking recommendations from local businesses. Participate in CTE meetings held to support faculty with guidelines/changes of policies etc. Assist with the annual Summer Youth Program Creating videos for the promotion of varying CTE programs at our college. **B. Weaknesses** Amount of paperwork that is required by the college and state pertaining to program reviews, course updates, syllabi's, student learning outcomes, and so forth. ~~We are in need of~~Lack of a dedicated studio that ~~would~~ support backdrops, studio lighting, props and the ability to leave things set up from class to class. ~~This would allow for reduction in prep time.~~ ~~Updated~~ Outdated computers that can not fully run the software required supporting the newer technology in Photography. **A BAP was submitted**.

> **Commented [SE1]:** This is not a weakness of this department. It is a threat that can hinder your success.

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

A. Opportunities

We have an opportunity to increase enrollment by promoting the fact that PHOT can lead to employment or enhance a useful hobby to obtain employment in the arts and photographic world, or to have a useful hobby.

B. Threats

State Budget cuts or the lack of jobs availed in the local community.

DATE:	9/22/2016
ANNUAL UPDATE #1:	A. Opportunities Upon the completion of our degree – students have the knowledge and skill needed to work in a studio anywhere throughout the United States. Students have an opportunity to shadow professionals in the field B. Threats The computers currently being utilized are out of date and inadequate to operate the current software. **A BAP was submitted.** Due to inadequate electrical supplies to the facility this has caused the computers to run on low voltage and in return damages the computers. **A BAP was submitted**

> **Commented [SE2]:** This is an opportunity for students, not for your department.

7. Continuing Education/Professional Development

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

PHOT instructors regularly attend the Barstow Community College CTE training
In addition to photo seminars on the latest photographic techniques, and image editing software used in the business industry.

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

Finish curriculum revisions for courses, degree, certificates and SLO's.

DATE:	9/22/2016
ANNUAL UPDATE #1:	7.A. We attend photography classes/seminars and conferences/conventions that enhance our instruction in the class. Attend CTE meetings. In Regional 9, Kim Lytle received the Teacher of the Year Award. B Kim is currently enrolled in classes for Humanities AA Degree that will ~~Segway~~ segue to his Bachelor's Degree in Graphics Design.

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.)*

No tasks or goals were identified on the last program review due to need for additional training on completing that section

DATE:	9/22/2016
ANNUAL UPDATE #1:	1. New PHOT courses, certificate, and degree to be approved at the Chancellor's office 2. Create new class in graphics design. (See #1 above) 3. Designated classroom and designated photographic studio that can remain setup at all times. So students can have use throughout the entire school day 4. Computers that can support current and new imaging and graphic software. Photographic materials/supplies to be purchased to enhance the instruction and learning outcomes for the students (See #2 above)

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 BCC STRATEGIC PRIORITIES** (click link for list of Strategic Priorities)	**OBJECTIVE**	**ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE**	**OUTCOMES, MEASURES, and ASSESSMENT**
#1 Research how the classes could become transfer to attract more Students	*List all that apply:* **Strategic Priority #1: Educational Success:** Measurably advance student equity, completion and attainment of educational goals. **Strategic Priority #5: Campus Culture:** Build a diverse and committed campus culture that promotes engagement among students, staff, faculty, the college and the community. **Strategic Priority #6: Evidence – based Decision Making:** Enhance and further an evidence based framework that supports the institution's decision-making process.	#1 Contact CSU to determine what direction their photography program is heading and what they are looking for in new students	- Work with dean of CTE to update photography program to help the students meet requirements CSU program.	**OUTCOMES:** To have the students better equipped when entering CSU program **MEASURES:** **ASSESSMENT:** Enrollment numbers and Class survey on why students are taking class and where they heard about the program
		#Rev 2 Have counselors and other student contacts become more engaged in the photo department goals	- Outreach to other areas on campus by attending meetings when possible or trying alternative methods of discussions if necessary.	**OUTCOMES:** more students being informed of photo program **MEASURES:** **ASSESSMENT:** Enrollment numbers and Class survey on why students are taking class and where they heard about the program
		#3 Promote in the community	- Work with dean of CTE to outreach and Public Information officer to promote in amore venues or in more ways	**OUTCOMES:** More community acknowledgement of photo program **MEASURES:** **ASSESSMENT:** Enrollment numbers and Class survey on why students are taking class and where they heard about the program
	Additional Information:			
	DATE: 9/28/2016	**ANNUAL UPDATE #1:**	The Photography degree transfers to CSU's ie., San Bernardino	
#2 Provide learning programs and an environment that ensures student success.	*List all that apply:* - **Foster** innovative learning environment	#1 Expand and/or revise the curriculum to meet the dynamic needs of students and community.	Review current classes and update and change their format to meet with today's	**OUTCOMES:** More community acknowledgement of photo program

ACTION PLAN				
GOAL	ALIGNMENT WITH BCC STRATEGIC PRIORITIES (click link for list of Strategic Priorities)	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
	Strategic Priority #1: Educational Success: Measurably advance student equity, completion and attainment of educational goals. **Strategic Priority #5: Campus Culture:** Build a diverse and committed campus culture that promotes engagement among students, staff, faculty, the college and the community. **Strategic Priority #6: Evidence – based Decision Making:** Enhance and further an evidence based framework that supports the institution's decision-making process.		changing world and photographic requirements	**MEASURES:** Increased enrollment **ASSESSMENT:** Enrollment numbers and Class survey on why students are taking class and where they heard about the program
		#2 Create new course regarding graphic design	Review current classes and update and change their format to meet with today's changing world and photographic requirements	**OUTCOMES:** More community acknowledgement of photo program **MEASURES:** Increased enrollment **ASSESSMENT:** Enrollment numbers and Class survey on why students are taking class and where they heard about the program
		#3 Designated classroom for student use of photography equipment/materials/supplies.	Work with the Dean of CTE to determine a classroom	**OUTCOMES:** Enhanced quality of Portfolio **MEASURES:** Increased enrollment **ASSESSMENT:** assignments/projects/portfolios will be used to assess student success
	Additional Information:			
	DATE: 9/28/2016	**ANNUAL UPDATE #1:**	Additional courses have been created through curriculum along with a new certificate/degree	
#3	Actively support and promote local economic growth and community development.	*List all that apply:* **Strategic Priority #1: Educational Success:** Measurably advance student equity, completion	#1 Determine the educational and training needs of the community.	- Work with dean of CTE to outreach at employers to determine their requirement	**OUTCOMES:** More community acknowledgement of photo program **MEASURES:** Advisory meetings **ASSESSMENT:** Enrollment numbers and Class survey on why students are taking class

ACTION PLAN				
GOAL	**ALIGNMENT WITH BCC STRATEGIC PRIORITIES** (click link for list of Strategic Priorities)	**OBJECTIVE**	**ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE**	**OUTCOMES, MEASURES, and ASSESSMENT**
	and attainment of educational goals. **Strategic Priority #5: Campus Culture:** Build a diverse and committed campus culture that promotes engagement among students, staff, faculty, the college and the community. **Strategic Priority #6: Evidence – based Decision Making:** Enhance and further an evidence based framework that supports the institution's decision-making process.			and where they heard about the program
		#2 Establish CTE programs that meet educational and training needs of local employers	- Outreach to community and business in the local and sounding areas by attending meetings when possible or trying alternative methods of discussions if necessary.	**OUTCOMES:** More community acknowledgement of photo program **MEASURES:** Advisory meetings **ASSESSMENT:** Enrollment numbers and Class survey on why students are taking class and where they heard about the program
		#3 Provide career exploration opportunities to college and high school students.	- Work with dean of CTE to outreach and Public Information officer to promote in amore venues or in more ways	**OUTCOMES:** More community acknowledgement of photo program **MEASURES:** Advisory meetings **ASSESSMENT:** Enrollment numbers and Class survey on why students are taking class and where they heard about the program
	Additional Information:			
	DATE: 9/28/2016	**ANNUAL UPDATE #1:**	Through advisory meetings we are current with the industry needs – however, we continue to need additional materials and supplies to provide current technology in the classroom **A BAP has been submitted for computers, software, lighting and backdrops**	
#4	Provide environment that is supportive of student success.	*List all that apply:* **Strategic Priority #1: Educational Success:** Measurably advance student equity, completion and attainment of educational goals. **Strategic Priority #5: Campus Culture:** Build a diverse and committed campus culture that	#1 Students have access to functioning computers and newer software	Submit materials list for computers and software for Photography. Approval through the BAP process, IEC and B&F	**OUTCOMES:** Enhanced quality of Portfolio **MEASURES:** Increased enrollment **ASSESSMENT:** assignments/projects/portfolios will be used to assess student success
			#2 Students have access to quality materials and supplies supportive of newer lighting/backdrops.	Submit materials list for materials/supplies regarding lighting and backdrops.	**OUTCOMES:** Enhanced quality of Portfolio **MEASURES:** Increased enrollment

ACTION PLAN				
GOAL	ALIGNMENT WITH BCC STRATEGIC PRIORITIES (click link for list of Strategic Priorities)	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
	promotes engagement among students, staff, faculty, the college and the community. **Strategic Priority #6: Evidence – based Decision Making:** Enhance and further an evidence based framework that supports the institution's decision-making process.		Approval through the BAP process, IEC, and B&F.	**ASSESSMENT:** assignments/projects/portfolios will be used to assess student success
	DATE: 9/28/2016 ANNUAL UPDATE #1:	Through advisory meetings we are current with the industry needs – however, we continue to need additional materials and supplies to provide current technology in the classroom **A BAP has been submitted for computers, software, lighting and backdrops**		

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
1	1,2,3	Time and support for outreach – also holding meetings with counselors and other key contacts on campus and in the community		No	
4	2	Studio Equipment (Lighting, Light stands, Soft-boxes, Backdrops and photo printer	$6,896.03	Yes	
2	3	Photo studio where Photographic backdrops and lighting can be left setup for ongoing projects	$6,000.00	Yes	If we use students in the construction program they could build the walls needed as a project.
4	1	New computers to fully operate the photographic editing software	$32,399.64	Yes	

ANNUAL UPDATE #1:			DATE:	9/28/2016 see above 2,3,&4	
Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source