

**NORCO COLLEGE  
COMPREHENSIVE INSTRUCTIONAL PROGRAM/UNIT REVIEW**

**Discipline/Unit/Department:**     MIS    

*Program(s) or Certificate(s) Associated: \_\_\_  
Performance; Audio Production*

**Contact Person: Brady Kerr  
Due: April 20, 2017**

Please send an electronic copy as a Word document (avoid PDF)  
[programreview@norcollege.edu](mailto:programreview@norcollege.edu)



*Form Last Revised: November 2016*

**Norco College**

Web Resources: <http://www.rccd.edu/administration/educationalservices/ieffectiveness/Pages/ProgramReview.aspx>

# Comprehensive Instructional Program/Unit Review Update

## Instructions

**\*Please retain this information for your discipline's/department's use (or forward to your chair).**

The Comprehensive Program Review is conducted by each unit at Norco College and consists of an analysis of changes within the unit as well as significant new resource needs for staff, resources, facilities, and equipment for the next four years, while reflecting on the changes within the last four years. This document serves as a long-term strategic planning document. This planning document should reflect the period since the last Comprehensive submitted by your unit and should also cover the planning for the next four years. In the year submitted, an annual program review will not be submitted.

**For Program Review data, please go to the following link:**

<http://www.norcocollege.edu/about/president/strategic-planning/programreview/Pages/Comprehensive-Instructional-Program-Review.aspx>

The questions on the subsequent pages are intended to assist you in planning for your unit.

The forms that follow are separated into pages for ease of distribution to relevant subcommittees. **Please keep the pages separated** if possible (though part of the same electronic file), **with the headers as they appear**, and be sure to include your unit, contact person (this may change from topic to topic) and date on each page submitted. Don't let formatting concerns slow you down. If you have difficulty with formatting, Nicole C. Brown can adjust the document for you. Simply add responses to those questions that apply and forward the document to [nicole.brown@norcocollege.edu](mailto:nicole.brown@norcocollege.edu) with a request to format it appropriately.

If you cannot identify in which category your requests belong or if you have complex-funding requests please schedule an appointment with your college's Vice President for Business Services right away. They will assist you with estimating the cost of your requests. For simple requests such as the cost of a staff member, please e-mail your Vice President. It is vital to include cost estimates in your request forms. Each college uses its own prioritization system. Inquiries regarding that process should be directed to your Vice President.

**Norco:            VP Business Services            951-372-7157**

## **Mission**

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

## **Vision**

Norco – creating opportunities to transform our students and community for the dynamic challenges of tomorrow.

# **Educational Master Plan and Strategic Plan Goals and Objectives 2013-2018**

## **Goal 1: Increase Student Achievement and Success**

Objectives:

1. Improve transfer preparedness (completes 60 transferable units with a 2.0 GPA or higher).
2. Improve transfer rate by 10% over 5 years.
3. Increase the percentage of basic skills students who complete the basic skills pipeline by supporting the development of alternatives to traditional basic skills curriculum.
4. Improve persistence rates by 5% over 5 years (fall-spring; fall-fall).
5. Increase completion rate of degrees and certificates over 6 years.
6. Increase success and retention rates.
7. Increase percentage of students who complete 15 units, 30 units, 60 units.
8. Increase the percentage of students who begin addressing basic skills needs in their first year.
9. Decrease the success gap of students in online courses as compared to face-to-face instruction.
10. Increase course completion, certificate and degree completion, and transfer rates of underrepresented students.

## **Goal 2: Improve the Quality of Student Life**

### Objectives:

1. Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).
2. Increase frequency of student participation in co-curricular activities.
3. Increase student satisfaction and importance ratings for student support services.
4. Increase the percentage of students who consider the college environment to be inclusive.
5. Decrease the percentage of students who experience unfair treatment based on diversity-related characteristics.
6. Increase current students' awareness about college resources dedicated to student success.

## **Goal 3: Increase Student Access**

### Objectives:

1. Increase percentage of students who declare an educational goal.
2. Increase percentage of new students who develop an educational plan.
3. Increase percentage of continuing students who develop an educational plan.
4. Ensure the distribution of our student population is reflective of the communities we serve.
5. Reduce scheduling conflicts that negatively impact student completion of degrees and programs.

## **Goal 4: Create Effective Community Partnerships**

### Objectives:

1. Increase the number of students who participate in summer bridge programs or boot camps.
2. Increase the number of industry partners who participate in industry advisory council activities.
3. Increase the number of dollars available through scholarships for Norco College students.
4. Increase institutional awareness of partnerships, internships, and job opportunities established with business and industry.
5. Continue the success of Kennedy Partnership (percent of students 2.5 GPA+, number of students in co-curricular activities, number of students who are able to access courses; number of college units taken).
6. Increase community partnerships.
7. Increase institutional awareness of community partnerships.
8. Increase external funding sources which support college programs and initiatives.

## **Goal 5: Strengthen Student Learning**

Objectives:

1. 100% of units (disciplines, Student Support Service areas, administrative units) will conduct systematic program reviews.
2. Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.
3. Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.
4. Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.
5. Increase the number of faculty development workshops focusing on pedagogy each academic year.

## **Goal 6: Demonstrate Effective Planning Processes**

Objectives:

1. Increase the use of data to enhance effective enrollment management strategies.
2. Systematically assess the effectiveness of strategic planning committees and councils.
3. Ensure that resource allocation is tied to planning.
4. Institutionalize the current Technology Plan.
5. Revise the Facilities Master Plan.

## **Goal 7: Strengthen Our Commitment To Our Employees**

Objectives:

1. Provide professional development activities for all employees.
2. Increase the percentage of employees who consider the college environment to be inclusive.
3. Decrease the percentage of employees who experience unfair treatment based on diversity-related characteristics.
4. Increase participation in events and celebrations related to inclusiveness.
5. Implement programs that support the safety, health, and wellness of our college community.

# I. Norco College Comprehensive Instructional Program Review Update

Unit: MIS  
 Contact Person: Brady Kerr  
 Date: 4/20/17

## Trends and Relevant Data

### 1. Have there been any changes in the status of your unit in the last four years? What are the anticipated changes for the next four years?

Question:	Prior Four Years	Next Four Years
Has your unit shifted departments?	No	No
Have any new certificates programs been created by your unit? For example, did your unit develop an <a href="#">ADT</a> ? If not, discuss if you are in process or have future plans to do so.	New degrees in Performance and Audio Engineering have been adopted along with the change in discipline from MUC to MIS	Possible addition of smaller specific certificates in Pro Tools and other audio software.
Have you made any substantial modifications to certificates/degrees (e.g. unit requirement changes, inclusion of an industry certificate, etc.). If not, discuss if you are in process or have future plans to do so.	Commercial Music was changed to Music Industry Studies.	Course modifications are planned but not certificates/degrees at this time.
Have activities in other units impacted your unit? For example, a new Multimedia grant could cause greater demand for Art courses or a new <a href="#">ADT</a> may require resources such as supplemental courses for another unit's <a href="#">ADT</a> .	MUS and MIS share resources, so MUS planning and resource allocation benefits MIS. The addition of MUS 4, 5 and 6 (Music Theory) should improve preparation of some MIS students for transfer.	Continued collaboration with MUS

2. List your retention and success rates as well as your efficiency for the previous four years. Please include Distance Education, retention, success and efficiency separately. Discuss any changes or significant trends in the data.

Retention Rate NORCO	2011-12	2012-13	2013-14	2014-15	2015-16
Overall	90.46%	90.08%	92.33%	93.24%	93.30%
Face-to-Face Lecture	90.46%	90.08%	92.33%	93.24%	93.30%
Hybrid	0.00%	0.00%	0.00%	0.00%	0.00%
Online/Distance Education	0.00%	0.00%	0.00%	0.00%	0.00%

Success Rate NORCO	2011-12	2012-13	2013-14	2014-15	2015-16
Overall	86.08%	83.91%	87.62%	82.98%	86.08%
Face-to-Face Lecture	86.08%	83.91%	87.62%	82.98%	86.08%
Hybrid	0.00%	0.00%	0.00%	0.00%	0.00%
Online/Distance Education	0.00%	0.00%	0.00%	0.00%	0.00%

<b>Term</b>	<b>Efficiency</b>
Summer 2011	0.000
Fall 2011	530.596
Winter 2012	0.000
Spring 2012	756.328
Summer 2012	563.325
Fall 2012	672.146
Winter 2013	0.000
Spring 2013	483.701
Summer 2013	415.814
Fall 2013	520.034
Winter 2014	396.047
Spring 2014	647.511
Summer 2014	447.848
Fall 2014	600.904
Winter 2015	309.919
Spring 2015	507.183
Summer 2015	166.637
Fall 2015	297.414
Winter 2016	316.837
Spring 2016	343.135
<b>Total</b>	<b>504.694</b>

Success and retention are consistently high. This appears to be a strong indicator of student engagement and satisfaction with MIS courses.

Efficiency has gone down. It's possible the addition of several classes in the Fall-Spring rotation have caused less students enrolled per class. Course rotations are currently being evaluated and will be adjusted for 2017-18 and 2018-19.



**3. Include program-specific data and discuss any changes or significant trends in the data. Include the number of graduates in the discipline/program/certificate, as well as the number of students who have declared the program(s) of study, that your unit supports. Discuss any changes or significant trends in the data.**

Three graduates. Forty-Eight students have declared MIS Audio Production and eighty-four have declared MIS Performance. We need to find ways to get the students in our pipeline to completion. Some of the program long term goals address this.

MIS is developing a faculty advisement plan that will include portfolio assessment, and shared faculty and counselor access to student plans and student work. We plan to identify our 132 declared majors and meet with them in groups regarding their status at the college and plans for completion.

**4. In the table below, state your goals from your previous comprehensive unit reviews. List the most important first.**

State your goals from your previous comprehensive unit reviews	List activity(s) linked to the goal	Indicate progress made towards the goal	Discuss relationship of goal to College mission and Strategic Planning Goals/Ed Master Plan
<b>2015-2016</b>			
Complete New MIS Degree and Certificate Approval	Submit to State. All local approvals have been obtained.	Submitted.	<b>Goal 1 Objectives 7, 8, 10</b> More robust and clearly defined Degree pathways will foster more completion. <b>Goal 5</b>
Launch MIS courses	Finalize staffing	Courses launched, in catalog, and being offered	<b>Goal 1 Objective 1</b> More robust courses will better prepare students for transfer.
Increase Visibility and Activities of new MIS Organization	Work with MIS student leaders and Student Life to support activities	Limelight Sessions (College Hour performances)	<b>Goal 2 Objective 1</b> Increase engagement
Increase number of MIS Majors and MIS transfers	Flyers; website; High School outreach; MIS meetings	Numbers of declared students are good; HS outreach is in progress with new Norco Music Street Team	<b>Goal 1</b> More completers <b>Goal 2 Objective 1</b> Increase engagement
Continue growth and content of social media outlets and new Norco Music website	Work with MIS student leaders and MIS faculty to coordinate content	Over 700 likes on Facebook; norcomusic.com webpage is performing well	<b>Goal 2 Objectives 1, 2</b> Increasing engagement and participation
<b>2014-2015</b>			
Release of 5 <sup>th</sup> CD	Recording; fundraising; graphic art	Released.	Goal 1 and 2
Summer Coffeehouse Tour	Venues; auditions; tech crews from MUC 12 and 13	One venue booked, but was not able to complete tour. Morphed into the Limelight Sessions.	Goal 2 and 4
Installation of Theater	Coordinate with Dan	Sound board and cable	Goal 2

Sound System	Lambros for job walk	installed; speakers put on wheels for ease of set up. Much improvement to sound reinforcement in the theater.	
MUC 12 students used as sound techs on majority of performances	Ongoing	Nearly all performances in 2016-2017 included student tech.	Goal 1
Installation of Aviom Networking in Choir Room	Install Rack components; test with new HD system in studio when HD install is complete.	Not installed. Software driver incompatibility that still needs to be resolved.	Goal 1
<b>2013-2014</b>			
Implementation of new MUC 12 and 13 Classes for the Audio Engineering Degree; student completions of the Audio Engineering Degree and Certificate	Equipment is being ordered for classes and will need to be set up when it arrives; MUC 12 is scheduled and staffed; equipment for the Recording Studio will be ordered shortly and installed over summer; texts for the classes are being selected.	Implemented. Now MIS 12 and 13	Mission statement: “..creative application of emerging technologies..”  Goal 1: Increase Student Achievement and Success - Increase course completion, certificate and degree completion.
Installation and implementation of new iMac Digital Audio Workstation Computer Lab in IT106; Upgrade of hardware and software in the Recording Studio	Bid for iMacs is complete; iLoks for software licenses have been ordered; software for recording studio is being ordered	Installed. IT106 getting new software this year. Hardware and software in recording studio used on the last two CD releases	Mission statement: “.. career and technical education..”  Goal 2: Improve the Quality of Student Life - Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).
Release of the 4 <sup>th</sup> Norco Music CD	MUC 1 sessions are being recorded; summer MUC 1 is scheduled and staffed and	Released.	Mission statement: “..creative application of emerging technologies..”

	beginning to enroll		
Educational Plans and increased communication targeted specifically to music students.	Music Information Workshops in partnership with the Counseling Department and Commercial Music	Did a workshop with counseling support. Street teams have made contact with area high schools in preparation for delivery of promotional materials and visitations.	<p>From Mission Statement: "... pathways to certificates .."</p> <p>Goal 1: Increase Student Achievement and Success – improve transfer rate and preparedness, completion of certificates, increase percentage of students who complete 15 units, 30 units, 60 units.</p> <p>Goal 2: Improve the Quality of Student Life - Increase current students' awareness about college resources dedicated to student success</p> <p>Goal 3: Increase Student Success - Increase percentage of students who declare an educational goal; increase percentage of new students who develop an educational plan; increase percentage of continuing students who develop an educational plan.</p>
More performance and recording opportunities for students.	More scheduled MUS 38 recitals; travel for Choir; separate Choir and Music Showcase Concerts; schedule recording session	More performances on campus this year than ever before at Norco College.	From Mission Statement: ".. educational opportunities .."

	for Choir at the end of the Spring semester; MUC 1 offered over Summer session.		
Increase involvement of Norco Choir as an Organization in campus activities.	Participate in ASNC sponsored events on campus; active organization choir membership; Norco Choir sponsored campus events.	Norco Choir and MIS students cooperated in staffing the Feeding America Benefit.	Goal 2: Improve the Quality of Student Life - increase frequency of student participation in co-curricular activities; increase the percentage of students who consider the college environment to be inclusive
Increase community activity	Increase membership on CTE Advisory Board; seek out professionals for student seminars, master classes, and talk-backs; community performances	Continuing to work on this with funding from new cooperative grant with San Bernardino. Submitted request for Perkins funds as well.	Goal 4: Create Effective Community Partnerships - Increase the number of industry partners who participate in industry advisory council activities;
Update of Music and Commercial Music Websites	Photos and bios of staff have been collected and will be edited before giving them to Jefferson for the websites	Not completed.	Goal 7: Strengthen Our Commitment to Our Employees - Increase the percentage of employees who consider the college environment to be inclusive.
Write new curriculum for Pro Tools 201 and 210 courses	Planned to begin Summer 2014	Done. This semester students will be able to earn Pro Tools Operator Certification at Norco. I believe we are the only community college in the state offering this certification.	Mission statement: “..creative application of emerging technologies..”  Goal 1: Increase Student Achievement and Success - Increase course completion, certificate and degree completion.

5. Please list the resources that you have received in the last four academic years as a result of program review. How did the resources impact student learning? If you requested resources but did not receive them, how did that impact student learning? If no resource requests were made, please indicate by typing N/A

(Resources prior to this year have been acquired through a Title V Grant. It funded the equipment for the entire program.)

**Currently acquiring from 2015-16 PR**

<p><b>1. Ableton Software</b>  <u>Justification:</u> Needed for MIS 3, MIS 4, and MIS 7 courses; particularly MIS 7. Specialized music production software.</p>	<p><b>\$6965</b></p>	
<p><b>2. Logic Software</b>  <u>Justification:</u> Needed for MIS 3, MIS 4, and MIS 7 courses; particularly MIS 7. Specialized music production software.</p>	<p><b>\$4515</b></p>	
<p><b>3. Finale Software</b>  <u>Justification:</u> Needed for Music Industry Studies Courses MIS 3, MIS 4 and MIS 7. Will also be used for Basic Musicianship (MUS 65) and Music Theory courses (MUS 3, MUS 4, MUS 5, MUS 6). Identified need in assessment for MUS 3 and MUS 65. <i>Duplicated in Music Program Review</i></p>	<p><b>\$4725</b></p>	
<p><b>4. Theater Lighting System (Controller and moveable fixtures)</b>  <u>Justification:</u> Needed to enhance recital, showcase and concert presentations in the Little Theater. Non instructional but curricular related.</p>	<p><b>\$20,000</b></p>	

**6. In the table below, please list your long term goals for your unit. How do your goals support the College mission and the goals of the Educational Master Plan/Strategic Plan?** *\*Your unit may need assistance to reach its goals. Financial resources should be listed on the subsequent forms. In addition, you may need help from other units or Administrators. Please list that on the appropriate form below, or on the form for “other needs.”*

List the long term goals of your unit for the next four years.	List activity(s) linked to the goal	Anticipated timeline for completion	Discuss relationship of goal to College mission and Strategic Planning Goals/ Ed Master Plan
MIS/MUS Street Team	Identify MIS Street Team personnel; contact all local HS; create contact list; visitations and promotional materials	Spring 2017 and ongoing	Goal 4
CoLab – Collaborative Performance Laboratory	Block out time in the theater; promote; finish booth modification in theater (sliding windows); create curriculum and align with current MUS and MIS courses.	Colab was set to start this semester, but the theater has been unavailable.	Goal 1 Goal 5
Annual Benefit Concert in Spring	Student leadership in MIS and MUS identify possible charities; secure amphitheater for performance; solve technical logistics (lighting, sound, power, etc.) with the aid of facilities and administration	Spring 2018 and ongoing	Goal 2 Goal 4
Theater booth cleanup and window modification for better live sound setup	Coordinated with facilities for modifications; identified funding source	Summer 2017	N/A – not directly applicable but supports program
IT 106 and HUM 101 open for tutoring (Friday’s) (SI –	(Maybe Fall 2017 implementation with SI	Fall 2017 or Spring 2018	Goal 1 Goal 5

Supplemental Instruction)	based on availability of qualified personnel)		
Faculty Mentorship	Secure Drop box or other software solution for student work repository for portfolio assessment and MIS educational plans; identify Cal-States and UC's with Commercial Music or MIS programs and create student guides; identify counselors willing to aide in student planning; identify 142 students currently in pipeline as declared majors and meet.	Spring 2018 and ongoing	Goal 1 Goal 3
Launch new MIS degrees	Approval at state level is pending	Fall 2017 – Spring 2018	Goal 1 Goal 3 Goal 5
More industry talkback events and master classes	Find	Fall 2017 – Spring 2018	Goal 1 Goal 4 Goal 5
MIS course articulation to nearby Cal-states (and UC's)		Spring 2018 for first articulations and then ongoing	Goal 1
10 students graduate with new MIS degrees		Spring 2018	Goal 1
Online Student Portfolios: Goals, Standards, Degree Progress, recital feedback, recordings, jury sheets. Portfolio based assessment.	Identify software solution – possibly Dropbox - \$100 per year; design filing and access system; record all concerts; finish updating jury sheets	Fall 2017 – Spring 2018	Goal 1 Goal 5
Faculty Training in Pro Tools, Ableton, and possibly control surfaces and digital mixers	Identify needs of faculty in the department; find courses, or contract experts to provide training on site;	Spring 2018 and ongoing	Goal 7



	Identify funding source		
Handbook (MIS/MUS)	Discuss among faculty; gather student input; graphic design; identify funding source for printing	Fall 2017 or Spring 2018 ongoing	Goal 1
Counselor and student information transfer/degree requirement meetings	Coordinate with counseling staff to set meeting; promote	Spring 2018 and ongoing	Goal 1 Goal 3
Community Ed based Pro Tools Classes	Discuss with contract ed to determine viability of courses; promote in community	Spring 2018	Goal 4
Norco Music Festival (Pop Music Summer Event)	Discuss Summer performance with facilities and administration; discuss scope and venue; create budget plan to determine financial viability	Summer 2018	Goal 2 Goal 4
Explore the possibility of Additional Courses in Artistry, Logic, Ableton, Finale (1/2 credit, 1 credit, or Community Ed)	Canvas students for input on curricular needs; research like classes at other institutions; discuss with Community Ed	Fall 2018	Goal 1 Goal 4
Multiple Album releases per year	Discuss album themes; find funding source for album releases; research the possibility of special project monies for CD production or crowdsource funding	Spring 2019 and ongoing	Goal 1
Larger You Tube and video presence	Find funding source for video production; create team for concepts and story boards; find funding source for video editing software; purchase video editing	Spring 2019 and ongoing	N/A – not directly applicable but supports program

	software		
Norco college MUS and MIS industry internships	Network to find industry opportunities; research local businesses that may need recording or sound reinforcement technicians	Spring 2018 and ongoing	Goal 1 Goal 4
More sections of MIS and MUS	Continue to build program; recruit; improve efficiency	Fall 2018 and ongoing	Goal 3
Live Broadcasts of concerts via YouTube, Facebook, or some other provider	Solve technical and synchronization issues; build sufficient student tech support	Spring 2018 and ongoing	N/A – not directly applicable but supports program
Easy carry equipment for pop up and community performances	Submit equipment requests through program review and to ASNC; seek other funding sources; continue building street team	Spring 2018	N/A – not directly applicable but supports program
Equipment in every performance and rehearsal area	Submit equipment requests through program review and to ASNC; seek other funding sources; continue building street team	Spring 2018	N/A – not directly applicable but supports program

## Course Outlines of Record (COR)

An important part of comprehensive program review is a review of the course outlines of record that are associated with a unit. Please list all of the courses in your unit as listed in the [Norco College Catalog](#) and the date that they were last updated. If they have not been updated in the last four years, you must update them before submitting your program review, e.g., making sure the edition of the textbook is current. Please do not submit the actual COR. Add to the table as needed

Course Number	Date Last Updated	Last Editor (name)	If not current, where is the COR in the review process	Was the last update a major or minor modification?
MIS 1a	Spring 2016	Kamerin		New course
MIS 1b	Spring 2016	Kamerin		New course
MIS 1c	Spring 2016	Kamerin		New course
MIS 2	Spring 2016	Kamerin		New course
MIS 3	Spring 2016	Kamerin		New course
MIS 4	Spring 2016	Kamerin		New course
MIS 7	Spring 2016	Kamerin		New course
MIS 10a	Spring 2016	Kamerin		New course
MIS 10b	Spring 2016	Kamerin		New course
MIS 11a	Spring 2016	Kamerin		New course
MIS 11b	Spring 2016	Kamerin		New course
MIS 12	Spring 2016	Kamerin		New course
MIS 13	Spring 2016	Kamerin		New course

# Norco College Comprehensive Instructional Program Review Update

Unit: MIS  
 Contact Person: Brady Kerr  
 Date: 4/20/17

## Current Human Resource Status

7. Complete the Faculty and Staff Employment Grid below. Please list full and part time faculty numbers in separate columns. Please list classified staff who are full and part time separately:

Faculty Employed in the Unit		
Teaching Assignment (e.g. Math, English)	Full-time faculty (give number)	Part-time faculty (give number)
MIS	2 (1 shared ½ time with MUS)	2

Classified Staff Employed in the Unit		
Staff Title	Full-time staff (give number)	Part-time staff (give number)


## Long Term Resource Planning

This section should be completed with your long term goals in mind. However, as you will not be filing an annual program review this academic year, you may need to include some of your short-term resource requests as well.

### 8. Staff Needs

#### NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)<sup>1</sup>

List Staff Positions Needed Please justify and explain each faculty request as they pertain to the goals listed in item #6. Place titles on list in order (rank) or importance. Please state if the request impacts Distance Education.	Indicate (N) = New or (R) = Replacement	Number of years request has been made	Annual TCP*	EMP Goals	Short Term Goal (S) Long Term Goal (L)
1. <u>Justification</u>					
2. <u>Justification</u>					
3. <u>Justification</u>					
4. <u>Justification</u>					
5. <u>Justification</u>					

\* TCP = "[Total Cost of Position](#)" for one year is the cost of an average salary plus benefits for an individual. New positions (not replacement positions) also require space and equipment. Please speak with your college Business Officer to obtain accurate cost estimates. Please be sure to add related office space, equipment and other needs for new positions to the appropriate form and mention the link to the position. Please complete this form for "New" Classified Staff only. All replacement staff must be filled per Article I, Section C of the California School Employees Association (CSEA) contract. Requests for staff and administrators will be sent to the [Business and Facilities Planning Council](#). Requests for faculty will be sent to the [Academic Planning Council](#).

1. If your SLO assessment results make clear that particular resources are needed to more effectively serve students, please be sure to note that in the "reason" section of this form.

## 9. Equipment & Technology Not Covered by Current Budget<sup>2</sup>

<b>List Equipment, Technology, Software or Equipment Repair Needed for Academic Year _____</b> <b>Please list/summarize the needs of your unit on your college below.</b> <b>Please be as specific and as brief as possible.</b> Place items on list in order (rank) or importance. Provide the Asset Tag Number(s) for replacement requests. In the Justification, include how the item addresses the department's goals, and if it assists in remaining competitive with comparable institutions (if applicable). Please state if the request impacts Distance Education.	*Indicate whether Equipment is for (I) = Instructional or (N) = Non-Instructional purposes	How many students/Staff/ departments will directly benefit from this equipment/ technology?	<a href="#">Use this link for Annual TCO*</a>				
			Number of years requested	Cost per item	Number Requested	Total Cost of Request	EMP GOALS
<b>1. Logic Software</b> <u>Justification:</u> Needed for MIS 3, MIS 4, and MIS 7 courses; particularly MIS 7. Specialized music production software. Most widely used DAW 2 <sup>nd</sup> to Pro Tools.	I	3 faculty; Approximately 100 students per year	3	\$129 at 20+ for 3 year term	35	\$4515	Goal 1
<b>2. Microphones and various recording equipment</b> <u>Justification:</u> New microphones would be used in MIS 11ab, MIS 12, MIS 13, and MIS 1abc for the recording and production of Norco College Music CD releases and other such student recordings.	I	3 faculty; Approximately 90 students per year		\$4500		\$4500	Goal 1
<b>3. Instruments, Amplifiers, Cabinets, Cable, Drumsticks, Guitar Strings, Bass Strings, Drum Heads, etc</b> <u>Justification:</u> More equipment needed in specific areas so it doesn't have to be transported from classroom to classroom on a daily basis; dedicated equipment for performances; dedicated equipment for recording studio; dedicated equipment for Studio Arts Ensemble; dedicated equipment for practice rooms. MIS needs consumables such as strings, sticks, and drum heads.	I	3 faculty; Approximately 125 students per year		\$7500		\$7500	Goal 1
<b>4. 60" or larger Flat-screen Television for studio with cabling and adapter to connect to computer</b> <u>Justification:</u> Big screenTV would allow more students to see details of sessions and mixing in progress in the the Recording Studio	I	2 faculty; Approximately 70 students per year		\$3500	1	\$3500	Goal 1

<sup>2</sup> If your SLO assessment results make clear that particular resources are needed to more effectively serve students, please be sure to note that in the "reason" section of this form.

5.  
Justification:

\* Instructional Equipment is defined as equipment purchased for instructional activities involving presentation and/or hands-on experience to enhance student learning and skills development (i.e. desk for student or faculty use). Non-Instructional Equipment is defined as tangible district property of a more or less permanent nature that cannot be easily lost, stolen or destroyed; but which replaces, modernizes, or expands an existing instructional program. Furniture and computer software, which is an integral and necessary component for the use of other specific instructional equipment, may be included (i.e. desk for office staff).

\*\* These requests are sent to the [Business and Facilities Planning Council](#).

Unit Name : \_\_\_\_\_

### 1. Professional or Organizational Development Needs Not Covered by Current Budget\*<sub>3</sub>

<p align="center"><b>List Professional Development Needs.</b></p> <p>Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a cost per se, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance. Examples include local college workshops, state/national conferences. Please state if the request impacts Distance Education.</p>	Annual TCO*			
	Cost per item	Number Requested	Total Cost of Request	EMP Goals
<p><b>1. ASCAP Expo (American Society of Composers and Publishers)</b>  <u>Justification:</u> Hotel accommodations and entry fee for Expo for two faculty. Workshops in music business, production techniques, song writing, publishing, etc.</p>	\$1800	2	\$3600	Goal 7
<p><b>2. NAMM Show (National Association of Music Merchants)</b>  <u>Justification:</u> State of the Art music equipment across the entire industry; workshops, etc.</p>	\$500	2	\$1000	Goal 7
<p><b>3.</b>  <u>Justification</u></p>				
<p><b>4.</b>  <u>Justification</u></p>				
<p><b>5.</b>  <u>Justification</u></p>				

<sub>3</sub> If your SLO assessment results make clear that particular resources are needed to more effectively serve students, please be sure to note that in the “reason” section of this form.



<b>6.</b> <u>Justification</u>				
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\*It is recommended that you speak with the Faculty Development Coordinator to see if your request can be met with current budget.

\*\* These requests are sent to the [Professional Development Committee](#) for review.

2. **Student Support Services, Library, and Learning Resource Center** (see definition below\*) Services needed by your unit over and above what is currently provided by student services at your college. Requests for Books, Periodicals, DVDs, and Databases must include specific titles/authors/ISBNs when applicable. Do not include textbook requests. These needs will be communicated to Student Services at your college<sup>4</sup>

<p align="center"><b>List Student Support Services Needs</b></p> <p align="center">Please list/summarize the needs of your unit on your college below. Please be as specific and as brief as possible. Not all needs will have a cost, but may require a reallocation of current staff time.</p>	<p align="center"><b>EMP GOALS</b></p>	<p align="center"><b>Distance Education</b></p>
<p><b>1.</b> <u>Justification</u></p>		
<p><b>2.</b> <u>Justification</u></p>		
<p><b>3.</b> <u>Justification</u></p>		
<p><b>4.</b> <u>Justification</u></p>		
<p><b>5.</b> <u>Justification</u></p>		
<p><b>6.</b> <u>Justification</u></p>		

\*Student Support Services include for example: tutoring, counseling, international students, EOPS, job placement, admissions and records, student assessment (placement), health services, student activities, college safety and police, food services, student financial aid, and matriculation.

\*\* These requests are sent to the [Student Services Planning Council](#) and the [Library Advisory Committee](#).

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<sup>4</sup> If your SLO assessment results make clear that particular resources are needed to more effectively serve students, please be sure to note that in the “reason” section of this form.

**3. OTHER NEEDS AND LONG TERM SAFETY CONCERNS not covered by current budgets**

**\*\* For immediate hazards, contact your supervisor \*\***

<p align="center"><b>List Other Needs that do not fit elsewhere.</b></p> <p>Please be as specific and as brief as possible. Not all needs will have a cost, but may require a reallocation of current staff time. Place items on list in order (rank) or importance. Please state if the request impacts Distance Education.</p>	Annual TCO*			
	Cost per item	Number Requested	Total Cost of Request	EMP Goals
1. <u>Justification</u>				
2. <u>Justification</u>				
3. <u>Justification</u>				
4. <u>Justification</u>				
5. <u>Justification</u>				
6. <u>Justification</u>				

These requests are sent to the [Business and Facilities Planning Council](#), but are not ranked. They are further reviewed as funding becomes available.

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5 If your SLO assessment results make clear that particular resources are needed to more effectively serve students, please be sure to note that in the “reason” section of this form.



# Norco College – Program Review Committee

Spring 2015

## Rubric for Comprehensive Instructional Program Review - Part I only

Discipline:

Contact Person:

Reviewer:

Average Score:

Area of Assessment	0 No attempt	1 some attempt	2 good attempt	3 outstanding attempt
1. Trends and status change, prior and next four years identified	Trends and status change section is blank	Only prior or next four years completed, not both	/	Prior and next four years section completed with clear information in both, or identified as N/A
2. Retention, success, and efficiency rates have been identified and reflected upon	No identification or discussion of retention, success, or efficiency data	Limited identification or discussion of retention, success, and efficiency data	Clear identification and discussion of retention, success, and efficiency data	Substantial identification and discussion/interpretation of success, retention and efficiency data
3. (If Applicable) Specific program/certificate data are included and discussed	Not addressed	Missing data but attempt was made	Data were present but not discussed	Data were present and commented upon OR No program or certificate
4. Goals from prior comprehensive identified, activities linked to the goal, progress stated	No goals from prior comprehensive identified	Limited/generic statement made regarding goal(s), lacks clarity or details and/or activities, and/or progress stated	Clear statement made regarding goal(s), activities, and progress	Well-defined statement made regarding goal(s), and activities, includes details & reasoning, progress stated in depth

<b>5. Long term goals identified, activities and timeline stated</b>	No attempt made to identify long term goals, activities, and timeline	Limited/generic statement made regarding goal(s), lacks clarity or details and/or activities, and/or timeline	Clear statement made regarding goal(s), activities, and timeline	Well-defined statement and justification made regarding goal(s), and activities, includes details & reasoning, suggested timeline
<b>6. Long term goals aligned to mission and EMP</b>	No link between the long term goals and the Mission or EMP	Limited attempt to link goals to Mission and EMP	Clear attempt to link goals to Mission and EMP	Well defined connection made between goals and Mission and EMP
<b>7. Course Outline of Record section is completed</b>	COR section is blank	COR section is partially completed, missing some courses from catalog	/	COR section is completed in its entirety – all courses in catalog identified
<b>8. Linkages made between reasons for resource request and EMP/Strategic Plan Goals (SPG)</b>	No linkage made between resource requests and EMP/SPG	Limited/generic/basic connection made between resource requests and EMP/SPG	Clear connection made between resource requests and EMP/SPG	Substantial connection made between resource requests and EMP/SPG
<b>Column scores</b>				
(If no programs of study are applicable, do not average in points from item #3)				

Additional comments:

## II. Comprehensive Program Review Assessment Update

**Purpose** –This comprehensive review should provide your unit with an opportunity to reflect and analyze any trends from the assessments you conducted **over the past four years**. Consider it a meta-analysis of your own work. This update is intended to facilitate discussion within your discipline regarding the types of assessments, the range of outcomes you have experienced with regard to increasing student success, and any changes, modifications, or improvements you have made to courses that seem to have supported student learning. It should also provide you with an opportunity to determine a plan of action for assessment for the next four years. Use data stored in TracDat, your Annual Program Reviews, and the Norco Assessment Rotation Plan to help you to complete this review. If you have any questions, please contact either Sarah Burnett at sarah.burnett@norcocollege.edu, or Greg Aycock at greg.aycock@norcocollege.edu or talk to your NAC representative.

Please take some time to review assessment from the past four years and answer the following questions.

### Section 1: Discipline Evaluation of Assessment Process

- a. In the first column please identify each of the courses you assessed **in the past four years**. Then state if the assessments were implemented by an individual faculty (I), or as collaborative group (C). Identify the primary **modes of assessment** (embedded tests, assignments with rubrics, class projects etc.). In the final column, please explain why your discipline uses the modes identified (pedagogical reasoning). Add rows as needed.

Course	Individual (I) Collaborative (C)	Primary Modes of Assessment (Embedded tests, rubrics, projects, etc.)	Pedagogical Reasoning – why does your discipline use these methods for assessment
MIS 1a	(I)	Projects	Course is project based
MIS 1b	(I)	Projects	Course is project based
MIS 1c	(I)	Projects	Course is project based
MIS 2	(I)	Projects	Course is project based
MIS 3	(I)	Projects; embedded tests	Course is project based
MIS 4	(I)	Projects; embedded tests	Course is project based
MIS 7	(I)	Projects; embedded tests	Course is project based

MIS 10a	(I)	Performance rubrics	Course is performance based
MIS 10b	(I)	Performance rubrics	Course is performance based
MIS 11a	(I)	Performance rubrics	Course is performance based
MIS 11b	(I)	Performance rubrics	Course is performance based
MIS 12		Laboratory exams; embedded tests; performance evaluations	Course has many laboratory exercises; but also has a heavy reading and comprehensive testing component; students are expected to participate as technical assistants for Norco Music performances.
MIS 13		Projects; embedded tests	Course is project based

- b. Please provide an overview of the types of **changes made** (updated test questions, revised PowerPoints, redesigned assignments, new assignments) in a course or a program in response to your assessments. Explain which changes led to either greater student success, or didn't make any impact on student learning (provide reasoned argument as to why you think this occurred). In the final column identify which assessments led to permanent modifications.

All MIS courses are newly assessed. Pedagogical adjustments are ongoing as the new courses are being taught.

<b>Program and/or Course Name</b>	<b>Changes made</b> (Updated test questions, new rubrics, revised assignments, etc.)	<b>Identify if any changes had an impact (positive, negative, or neutral) on student success</b> (provide reasoning)	<b>Permanent modifications made to course in response to assessment</b>  <b>Yes or No</b>



- c. Please discuss any external variables that you think might have provided support or deterred from your ability to increase student success in your discipline. Indicate N/A if you determine that no external variables impacted student success. (add rows as needed)

**External Variables**

Course/Program	External Variables that supported or deterred from increasing student success
MIS	Theater renovation stopped launch of the Co-Lab (Collaborative Music Workshop)
MIS 2	Cancellation of course due to low enrollment was a setback

- d. Please identify any **teaching approaches** (pedagogy) that you perceive to have had a positive impact on your student’s ability to engage in the learning process. This might not specifically include elements that have been formally assessed, but rather may reflect on good teaching practices that you deem effective. It might relate to elements such as the way you might have restructured the class (e.g., small group vs. direct lecture), the way in which you disseminate information (e.g., lecture vs. flipped classroom or action based learning). It might include the manner in which you gain feedback from students (journals, or clickers).

We’ve been using Basecamp (online software) as a project management tool for the MIS 1abc courses as well as for cross discipline collaborations with Art. It continues to be an excellent platform for student collaboration and accountability.

MIS 1abc has had several other modifications/innovations this year leading to greater student accountability and success:

SWAG – Student Weekly Attainable Goals – each project manager outlines weekly goals for project members

SOS – Song Outline Sheet – Map of a song that demonstrates the complete arrangement: form, lyrics, chord changes, solos, vocals, effects etc.

PPM – Pre-Production Meetings – Production Plans for Recording Sessions

MIS 1abc is producing more recorded material than ever before.

The Norco Recording Studio Internship program has been a success and is now completing its 2<sup>nd</sup> year with its 2<sup>nd</sup> intern.

The more robust curriculum of MIS 3 and 4 (vs. MUC 3 and 4) seems to be a success. We will have our first students completing Avid Pro Tools Operator Certification at the end of Spring 2017.

- e. On reflection, can you identify any specific **resources**, support, or training that your discipline, department, or the institution might need to provide on-going support for student learning? If so, please explain. Please also identify any trainings or support from NAC that has been helpful or useful in planning or conducting assessment in your unit.

It would be terrific to have financial support to send faculty to industry expos/conventions/workshops such as ASCAP, NAMM, NAB, West Coast Songwriters, etc. These types of events offer training, workshops, information on state of the art industry practices and business models, and vast opportunities for networking. MIS Faculty should be encouraged and supported to attend such events to support technological and informational currency in our courses, as well as help create internship and networking opportunities for MIS students.

## Section 2: Overview of Completed Assessment from the past four years

Using TracDat, or your Annual Program Reviews from the past four years please fill in the following data **for each courses and program your discipline lists in the Norco College catalog**. Please identify any courses that are in the process of being removed from the catalog. Please list programs first then courses.

*MIS*

<b>Program Name/ Course Number</b>	<b>Total number of initial assessments conducted</b>	<b>Total Number of changes made to courses as a result of assessment</b>	<b>Total number of loop- closing assessments conducted</b>	<b>Total of all assessment activity for each course/program (all columns combined)</b>
MIS PLO	1	0	0	1
MIS 1a	4	0	0	4
MIS 1b	6	0	0	6
MIS 1c	5	0	0	5
MIS 2	0	0	0	0
MIS 3	4	0	0	4
MIS 4	In progress	0	0	0
MIS 7	6	0	0	6
MIS 10a	3	0	3	6
MIS 10b	3	0	1	4
MIS 11a	2	0	0	2
MIS 11b	NA	NA	NA	NA

(Course not currently on TracDat)				
MIS 12	1	0	0	1
MIS 13	2	0	1	3

### Section 3: Plan for Assessment

Please provide a comprehensive plan for assessment in your unit for the upcoming four years. Please identify any loop closing assessments that are carrying over from the prior four years of assessment (e.g., type *loop-closing* after them) – you should not plan to include a loop closing before you conduct an initial assessment.

Include plans for:

- **all programs** in your sole control (certificates or ADTs)
- **all courses** in your discipline
- **all SLOs** in each course

Suggestions for possible formats:

- If you have an existing rotation plan for course offerings it might be simple to identify which SLOs and PLOs will be assessed in each of the semesters on the rotation plan. Please imbed that plan directly into this document below.
- You could use a curriculum mapping tool to track completed SLO assessment, and subsequently evidence for completed PLO assessment.

In either cases, it is critical to know when each program assessment is due so that you can plan when to do the SLO assessment. It might be helpful to create separate plans for each Program, especially in CTE. The Norco Assessment Rotation Schedule is posted on the Assessment website for you to use in planning for Program Level assessment.

### MIS Assessment Plan

Overall, approximately half of the MIS SLO's will be assessed by the end of Spring 2017, and the plan is to assess all other SLO's by Spring 2018. Assessment loops that are not closed by the end of Spring 2018 will be closed by the end of Spring 2019 to fit the new Program Review cycle.

One PLO was assessed this semester, but the correct MIS PLO's are still not showing in Tracdat (the old PLO's from MUC are still there). We are working with the Assessment Coordinator to solve this issue. Once the correct PLO's are present, we will be able to continue PLO assessment: all PLO's will be assessed by Spring 2018.

Performance and project based rubrics are being developed across the MIS curriculum and will be adjusted, based in part, on assessment outcomes. MIS instructors are collaborating to create meaningful instruments for grading and assessment. MIS associate faculty have been actively engaging in assessment as part of our culture of cooperation and student success, and this is expected to continue.

## Scoring Rubric for Comprehensive Program Review of Assessment – Part II only

Assessment Unit Name: \_\_\_\_\_

Average score \_\_\_\_\_

	0	1	2	3	Comments
<b>Section 1</b> <ul style="list-style-type: none"> <li>• Modes of assessment &amp; reasoning _____</li> <li>• Changes Made to courses _____</li> <li>• Success indicators _____</li> <li>• Teaching approaches _____</li> <li>• Resources _____</li> </ul>	No attempt made to provide responses to any of the questions (1-4)	Answers are extremely limited, e.g., yes, no, none; inconsistent depth in some responses; barely any reflection or insight provided, limited attempt to use assessment to increase <i>understanding</i> of student success and learning in the classroom	Clear and consistent responses to each question, some indication the discipline has attempted to use discipline based assessment results to increase <i>understanding</i> of student success and learning in the classroom	Clear and in depth responses to each question, strong indication the discipline has utilized assessment as a tool to increase <i>understanding</i> of student success and learning in the classroom, and teacher development	
<b>Section 2</b> <ul style="list-style-type: none"> <li>• # of initial, changes made, loop-closing activities for course and program</li> </ul>	Chart is blank	Does not include all courses or programs	/	All courses and programs in the discipline are listed on the chart, each box has a number (or a zero to indicate “nothing” or no assessment conducted)	
<b>Section 3</b> <b>Plan for assessment in the coming 4 years</b> <ul style="list-style-type: none"> <li>• Programs</li> <li>• Courses</li> <li>• SLOs</li> </ul>	No Plan provided	Does not include all Programs _____ Courses _____ SLOs _____	/	All programs, courses and SLOs are included in assessment plan for the next four years – rotation cycle considered in plan	
<b>Column Totals</b>				3	