FOOTHILL COLLEGE
INSTITUTIONAL RESEARCH & PLANNING

DATE: May 20, 2022

TO: Kelaiah Harris, Executive Assistant, Instruction

FROM: Elaine Kuo, College Researcher

RE: Annual Progress Report Writers Template Evaluation, 2021-22

Overview

As part of the re-imagined program review process, programs who complete their five-year self-study are expected to submit an annual progress report in the intervening years. The first year of this newly adopted cycle occurred in 2019-20. The initial group of programs then completed their first progress report in Fall 2021-Winter 2022. As part of the ongoing improvement process, progress report writers were invited to share feedback about their experience. The online survey was sent to 14 instructors and eight (8) participated for a response rate of 57%. Full survey results (along with respondent comments) and the survey instrument are included at the end of this report.

Highlights

- The amount of time spent on writing the annual progress report varied with responses evenly divided among taking more than 4 hours but less than 8; more than 8 hours but less than 12; more than 12 hours but less than 16.
- All respondents indicated the amount of support received from the Office of Instruction and Institutional Research & Planning (IRP) was "about right."
- Half the respondents reported connecting/collaborating with faculty to complete the annual progress report. Almost 40% indicated they connected/collaborated with the IRP Office (38%).
- Almost two-thirds of respondents noted that the Dean's feedback had "some" influence on the program's action plans for the next cycle.
- The top two (2) issues encountered were:
  - Understanding the instructions to complete the annual progress report; and
  - Identifying the evidence used to evaluate progress.
  Meanwhile, one-fourth of respondents did not experience any issues.
- Improvement suggestions include:
  - Adding descriptive help links to explain the question prompts; and
  - Finding a way to include adjunct faculty in progress report process.

Methodology

The annual progress report period began October 2021 and closed January 2022.The annual progress report feedback survey was administered from January 19-February 9, 2022. This survey was sent to 14 instructors and this contact list was provided by the Office of Instruction. IRP sent out email invites with the survey link embedded. Survey form was created using Remark survey software and reminder emails were generated for non-respondents.

Source

FH IRP [AnnualPRTemplateEval AY22.bqy]

Annual Progress Report Writer Template Survey
Survey administration
January 19 - February 9, 2022

Survey sent to 14 people
8 respondents or 57% response rate

Q1: Generally speaking, how much time did it take you to write the annual progress report and submit the template?

Responses	N	Percent
< 4 hours	1	14%
4 > 8 hours	2	29%
8 < 12 hours	2	29%
12 < 16 hours	2	29%
> 16 hours	0	0%
Total	7	100%

Note: 1 non-respondent

Q2: Indicate whether you connected/collaborated with any of the following to facilitate completion of the annual progress report. Check all that apply.

Responses	N	Percent
Dean	2	25%
Faculty	4	50%
IRP	3	38%
Instruction Office	0	0%
None of the above	0	0%

Note: Respondents can select more than one response.

Q3: Rate the level of support received for the annual progress report from the Office of Instruction/Institutional Research & Planning.

Responses	N	Percent
Too much	0	0%
About right	7	100%
Not enough	0	0%
Total	0	100%

Note: 1 non-respondent

Q4: Rate whether your Dean's feedback on the annual progress report informed your action plans for the next cycle.

Responses	N	Percent
A lot	1	13%
Some	5	63%
Not at all	2	25%
Total	8	100%

Q5: Indicate whether you encountered any of the following difficulties while completing the annual progress report template. Check all that apply.

Responses	N	Percent
Encountered no issues	2	25%
Understanding instructions	3	38%
Navigating template	2	25%
Identifying evidence	3	38%
Explaining evidence	2	25%
Writing narrative	1	13%
Saving/Sharing/Printing	0	0%
Getting help	0	0%
Other	2	25%

Note: Respondents can select more than one response.

Other: Please explain
I have difficulty doing this collaboratively with the part-time faculty

Getting ideas aligned with others in department

Q6: Did you have questions about the annual progress report that you were unable to get answered?

Responses	N	Percent
Yes	0	0%
No	8	100%
Total	8	100%

If you responded yes, what were they?
No responses

Q7: Did any of your program review action plans lead to submitting a resource request last year and/or this year?
No responses

Q8: What suggestions you have for improving the annual progress report template and/or process?
I think it should be a requirement for all part-time faculty in that department to at least acknowledge they have read and give input (if they felt like it).

Include descriptive help links to explain questions such as the one about external factors. Once I spoke with IR and understood that this referenced AB 705 etc. it made sense... but the question itself was not clear.

It's all getting better every year! Thanks.

The process is vastly simpler and more clear, thank you! Continuing to refine where we find data is where my department needs help.

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Program Review Evaluation 2022
Annual Progress Report Writer Template Survey

Please answer the questions below about the annual progress report template. This survey is being administered by Institutional Research & Planning (IRP). Your identity will not be shared in any of the evaluation reports. The college will use the evaluation results to improve the quality and effectiveness of the Program Review process.

If you have any questions, contact Elaine Kuo, College Researcher, at kuoelaine@fhda.edu.

1) Generally speaking, how much time did it take you to write the annual progress report and submit the template?
- ○ Less than 4 hrs
- ○ Between 4 to 8 hrs
- ○ Between 8 to 12 hrs
- ○ Between 12 to 16 hrs
- ○ More than 16 hrs

2) Indicate whether you connected/collaborated with any of the following to facilitate completion of the annual progress report. Check all that apply.
- ☐ Dean
- ☐ Faculty
- ☐ Institutional Research & Planning
- ☐ Instruction Office
- ☐ None of the above

3) Rate the level of support received for the annual progress report from Office of Instruction/Institutional Research & Planning.
- ○ Too much
- ○ About right
- ○ Not enough

4) Rate whether your Dean's feedback on the annual progress report informed your action plans for the next cycle.

☐ A lot
☐ Some
☐ Not at all

5) Indicate whether you encountered any of the following difficulties while completing the annual progress report template. Check all that apply.
☐ Did not encounter any issues
☐ Understanding the instructions to complete the annual progress report
☐ Navigating the template
☐ Identifying the evidence used to evaluate progress
☐ Explaining the evidence/data
☐ Writing the narrative content
☐ Saving/Sharing/Printing my work in the template
☐ Getting help with answering questions
☐ Other (please explain) [   ]

6) Did you have questions about the annual progress report that you were unable to get answered?
○ Yes
○ No
   If you responded yes, what were they?

7) Did any of your program review action plans lead to submitting a resource request last year and/or this year?
○ Yes
○ No
○ Unsure

8) What suggestions do you have for improving the annual progress report template and/or process?

Submit

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