Form A1: Faculty Self-Appraisal Report for Full/Part Time Faculty

(The purposes of evaluation are described in Article 11 and Article 12 of the VCCCD Agreement)

NAME OF EVALUATEE: Howard Han   **DATE: 11/01/2024**

POSITION OF EVALUATEE: Full Time Faculty

Location: ☐Moorpark College   ☐Oxnard College   ☒Ventura College   ☐Other (specify):

This form is your self-appraisal report, which is designed to record your own assessment of your performance. *Provide this completed form to the division office before the committee meeting*. The primary purpose of evaluation is to assist in the continuous improvement of faculty performance in service to the students and the District.
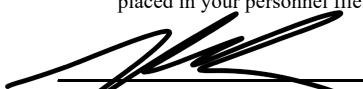
This form should be completed and forwarded to your Dean. Use of electronic word processing to complete this form is recommended. Space is provided below for each topic/question. **If additional space is required a blank page has been added at the end of this document.**

1. List those activities and/or recent accomplishments which have contributed to your professional growth, for example, courses you have recently taken, participation in professional associations, conference or workshops you have attended, papers you have delivered or published, community involvement, etc.

2. Cite the goals and plans for professional improvement you listed in your last self-assessment report and describe how you accomplished those goals and plans, or why you did not.

3. What are your goals and plans for professional improvement during the next three years, and how would successfully completing these goals improve your success in working with students?

4. **This question for is Full-Time Faculty Only**: Part of your full-time teaching assignment includes five college service hours per week. Please describe the activities you engaged in since your last evaluation to meet this requirement. If you served on college committees during this evaluation period, what were your contributions and/or professional development outcomes from that involvement?

    ☐discussing departmental SLOs continuing
    ☒professional development
    ☐sponsorship and support of student activities
    ☐employment interviewing
    ☐college, district, county, regional, state-wide committees
    ☒department and division meetings
    ☒curriculum development or review
    ☐program development, review, coordination
    ☐articulation and matriculation

    ☐contributing to grant proposals/research projects
    ☐recruitment and high school relations registration
    ☐advisement
    ☐activities of faculty governance
    ☐preparation and updating of course outline
    ☐ community outreach and interface
    ☐state/federally mandated trainings
    ☐other:

5. What can be done by the college to help improve your services?

Please retain a copy of this form for use in your next evaluation. A copy of your evaluation forms and a summary of your student evaluations will be placed in your personnel file.

Faculty Member's Signature

11/01/2024
Date

(Appendix D, Form A1 rev. 2/14/2023)

1. List those activities and/or recent accomplishments which have contributed to your professional growth.

- **Humanizing Online STEM Academy (February - March 2024, Ventura College):** Completed a six-week course focused on creating an inclusive, anti-racist online STEM learning environment. This training included the development of humanized teaching elements using tools like Adobe Creative Cloud Express and Canvas Studio.

- **CERT - Community Emergency Response Team Training (March - April 2024, Ventura County Fire Dept):** Received comprehensive training in disaster preparedness, fire safety, search and rescue operations, and emergency medical response, which included multi-scenario drills.

- **Sexual Harassment and Workplace Safety Training (2024, Ventura College):** Successfully completed multiple courses covering sexual harassment prevention and compliance with California regulations (SB 1343 and AB 2683), Title IX roles, and workplace violence prevention.

- **Cybersecurity and Data Protection Training (2024, Ventura College):** Engaged in extensive training covering secure browsing, password management, and malware protection, focusing on strategies to enhance digital safety.

- **Clery Act Overview Training (2024, Ventura College):** Acquired a comprehensive understanding of Clery Act requirements and campus safety protocols to maintain compliance and contribute to a safer educational environment.

- **Infusing Diversity, Equity & Inclusion in the Curriculum Seminar (2023, North Orange County Community College District):** Analyzed educational barriers and developed strategies to close opportunity gaps for underrepresented groups, enhancing inclusivity in curriculum design.

2. Cite the goals and plans for professional improvement you listed in your last self-assessment report and describe how you accomplished those goals and plans, or why you did not.

1. **Video Resources for Lab Sessions**
   - **Last Year's Plan**: The goal was to develop a series of video recordings for lab sessions that covered key steps, lab safety, and technique demonstrations. These videos aimed to serve as preparatory materials, helping students familiarize themselves with the equipment and procedures before attending labs.
   - **Progress**: This year, I successfully created and implemented a substantial portion of these videos, each covering essential elements like lab safety and specific experimental techniques. The feedback has been overwhelmingly positive, especially from the administration, who appreciated the clarity and utility of the videos. Building on this, there are plans to expand the project with additional accessibility features such as enhanced audio clarity, captions, and possibly compensating student contributors to make the videos more engaging and inclusive.

2. **Documentation for Each Lab & Chapter**
   - **Last Year's Plan**: The goal was to create detailed documentation for each lab and chapter, covering experiment procedures, safety guidelines, and expected outcomes to serve as a comprehensive reference for students.
   - **Progress**: Due to the time-intensive nature of developing high-quality documentation for each lab, progress has been slower than anticipated. However, I have started compiling essential materials and creating templates to streamline the documentation process.

3. **Updating Lab Quizzes**
   - **Last Year's Plan**: Recognizing the need to differentiate lab quizzes from lecture quizzes, the plan was to design lab-specific quizzes that focus on practical aspects rather than duplicating lecture content.
   - **Progress**: I have successfully revised lab quizzes to better align with the specific activities in each session, with questions that target techniques and observations relevant to the lab. This differentiation from lecture quizzes has helped reinforce practical knowledge in a lab context.

4. **Enhancements for Online Courses**
   - **Last Year's Plan**: Given the increasing importance of online and web-enhanced courses, the objective was to improve the online course structure on Canvas, making digital learning more interactive and accessible.
   - **Progress**: Several enhancements have been implemented this year, such as integrating video content for each lab, organizing Canvas modules with intuitive icons, and utilizing Canvas's AI-powered features for automated transcriptions and section headings. These updates have improved course navigation and student engagement, with positive feedback on the added organization and accessibility.

3. What are your goals and plans for professional improvement during the next three years, and how would successfully completing these goals improve your success in working with students?

1. **Expansion of Video Resources for Labs**
    o   **Goal:** To build upon the existing video library by creating specialized content for additional lab procedures and complex experiments.
    o   **Objective:** By incorporating more detailed demonstrations and accessibility options like subtitles and alternative language support, I aim to make lab preparation materials more inclusive and informative.
    o   **Impact on Student Success:** By making lab preparation materials more inclusive, students of all abilities will have the opportunity to engage more fully, allowing for a smoother, more confident lab experience. This not only reduces confusion but also promotes equitable access to essential course materials.

2. **Update and Refine Lab Manuals**
    o   **Goal:** To revise and enhance the current lab manuals, addressing areas where the existing content may be unclear or inefficient, and refining language for better readability.
    o   **Objective:** Through this update, the manuals will offer more streamlined instructions and improved clarity, making it easier for students to grasp and follow lab procedures.
    o   **Impact on Student Success:** The revised manuals are expected to enhance students' understanding and confidence during lab sessions, allowing them to perform tasks more independently and accurately, ultimately fostering a more effective learning experience in the lab.

3. **Refinement of Lab-Specific Quizzes**
    o   **Goal:** To further enhance lab quizzes by integrating scenario-based questions that reflect real lab conditions.
    o   **Objective:** The goal is to create quizzes that encourage critical thinking and practical application, bridging theoretical knowledge with hands-on experience.
    o   **Impact on Student Success:** This approach will strengthen students' problem-solving abilities and deepen their understanding of lab processes, reinforcing the practical skills required for scientific inquiry.

4. **Continued Improvements to Online Course Accessibility**
    o   **Goal:** To make Canvas and other online resources more interactive and responsive to student feedback, adding embedded assessments and adaptive content.
    o   **Objective:** With these enhancements, I aim to make online learning more engaging and ensure that students can navigate course materials effectively.
    o   **Impact on Student Success:** Increased accessibility and interactivity will allow students to take more control of their learning, leading to greater retention and more consistent academic performance.

5. **Active Participation in Committee Work and Broader Faculty Engagement**
    o   **Goal:** To contribute meaningfully to faculty committees, focusing on curriculum development and technology integration, while supporting Ventura College's strategic goals.
    o   **Objective:** By staying involved in these initiatives, I will gain valuable insight into institutional priorities and advocate for improvements that align with student needs.
    o   **Impact on Student Success:** Active engagement with college-wide initiatives will enable me to integrate best practices into my teaching approach, ensuring a well-rounded educational experience for students.

(Appendix D, Form A1 rev. 2/14/2023)

4. Part of your full-time teaching assignment includes five college service hours per week. Please describe the activities you engaged in since your last evaluation to meet this requirement. If you served on college committees during this evaluation period, what were your contributions and/or professional development outcomes from that involvement?

Since my last evaluation, I have actively participated in a variety of professional development activities and departmental meetings that align with my college service hours. Here's a summary of these engagements:

- **Department Meetings**: I consistently attended departmental and division meetings to stay aligned with current goals, standards, and departmental updates. These meetings provided a platform for meaningful discussions, allowing me to stay connected with college-wide initiatives and directly contribute to shared departmental decisions.

- **Professional Development Workshops and Seminars**: I attended various professional development workshops aimed at enhancing teaching techniques and supporting student engagement. These included sessions on instructional strategies, accessibility in STEM education, and student-centered learning approaches. This engagement has directly impacted my teaching practices by introducing new strategies to make course content more accessible and engaging.

- **Curriculum Development Contribution (Planned)**: While I have not yet participated in curriculum development, I have expressed interest in joining the curriculum design project related to our local associate's degree. This project, set to begin soon, will involve working on required courses and program outlines, which will be beneficial both for my professional growth and the curriculum's alignment with student needs. This participation will allow me to contribute meaningfully to the college's long-term curriculum goals and meet my college service commitment in a structured manner.

5. What can be done by the college to help improve your services?

Overall, the college's support has been valuable and appreciated.