Instructional Program Review Template

Executive Summary

0. Executive Summary

Summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees. [1000 word limit]

Program Context

1. Mission

Identify how your program aligns with the college's mission by stating which categories of courses you offer: Career Technical, Basic Skills, Transfer, and/or Lifelong Learning. If your program has a mission statement, you may include it here.

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2. Articulation

Describe how your program's articulation may be impacted by changes in curriculum and degree requirements at high schools and 4-year institutions. Describe your efforts to accommodate these changes.

SUGGESTION: Suggest adding a directive similar to that found in question 7 (e.g., "Cite quantitative data and provide the source of this information.") so that faculty provide statistics/reliable facts. Do faculty know where to get information on requirements/changes at high school and 4-year institutions? Is there a way to facilitate this within the program review process (e.g., provide links to appropriate informational/data sources within the question)?

3. Community & Labor Needs

Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program. CTE programs: identify the dates of your most recent advisory group meeting and describe your advisory group's recommendations for your program.

SUGGESTION: Suggest adding a directive similar to that found in question 7 (e.g., "Cite quantitative data and provide the source of this information.") so that faculty provide statistics/reliable facts. Do faculty know where to get information on requirements/changes pertaining to the community, employment needs, technology, licensing or accreditation? Is there a way to facilitate this within the program review process (e.g., provide links to appropriate informational/data sources within the question)?

Looking Back

4. Curricular changes

List any significant changes that have occurred in your program's curricular offerings, scheduling, or mode of delivery. Explain the rationale for these changes.

5A. Progress Report - IPC Feedback

Provide your responses to all recommendations received in your last program review cycle

5B. Progress Report - Prior Action Plans

Provide a summary of the progress you have made on the strategic action plans identified in your last program review.

6A. Impact of Resource Applications

Describe the impact to-date that new resources (equipment, facilities, research) requested in prior years' program reviews have had on your program. If measurable impacts on student success have been observed, be sure to describe these and include any

documentation/evidence. If no resources have been recently requested, please write "not applicable".

6B. Impact of Staffing Changes

Describe the impact on your program of any changes in staffing levels (for example, the addition, loss or reassignment of faculty/staff). If no changes have occurred, please write "not applicable".

Current State of the Program

7A. Connection & Entry - Observation

Observation: What changed about your enrollment? Describe trends in program and course enrollments, FTES, LOAD and Fill Rates. Cite quantitative data and identify the specific tables from the data packets (need to state name if we use equity data packets. If other sources of data are used, please upload these documents or provide URLs.

7B. Connection & Entry - Interpretation

Interpretation: What caused the changes in enrollment? If other sources of data are used, please upload these documents or provide URLs. (could add "interpret" to the section above, too)

7C. Connection & Entry - Evaluation (or change to "Propose")

Evaluation (Propose?): What changes could be implemented, including changes to course scheduling (times/days/duration/delivery mode/number of sections), marketing, and articulation that may improve these trends in enrollment?

NOTE: If you intend to implement any of these changes, you should create Action Plans in the Planning module of SPOL. Doing so will also allow you to request resources that may be required for successful implementation.

SUGGESTION: Regarding question #8, continue with the three question sequence of Observe, Interpret and Propose as recommended above.

8A. Progress & Completion - Observation

Observation: Describe trends in student success and retention disaggregated by: ethnicity, gender, age, enrollment status, day/evening. Cite quantitative data and identify specific tables from the data packets. If other sources of data are used, please upload these documents or provide URLs.

8B. Progress & Completion Online - Observation

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Observation: For online courses describe any significant differences in the success and retention of students who are taking online courses compared to face-to-face courses

8C. Progress & Completion - Evaluation

Evaluation: Based on these trends, what do you feel are significant factors or barriers influencing student success in your courses and program? What changes (e.g. in curriculum, pedagogy, scheduling, modality) could be implemented to improve these trends?

NOTE: If you intend to implement any of these changes, you should create Action Plans in the Planning module of SPOL. Doing so will also allow you to request resources that may be required for successful implementation.

SUGGESTION: Add question below.

9. Equity - Access & Completion

(We think that this should be its own category of prompts instead of just being tacked onto 7 and 8. It would be helpful to ask these questions in the following order:)

Equity: Respond to each of the Equity Gaps listed in the Equity Supplement. What are the successes and or deficits you observe in access and equity with your program? Prioritize the equity gaps found in the Equity Supplement. Which of them are the most important for improving outcomes in your program. Identify (or we can say Propose) some solutions to these gaps and how your program can increase course completion.

10A. SLO Assessment - Compliance

Are all course SLOs being systematically assessed at least once every 4 years? Describe the coordination of SLO assessment across sections and over time.

10B. SLO Assessment - Impact

Summarize the dialogue that has resulted from these course SLO assessments. What are some improvements in your courses that have been implemented through SLO assessment? How has student learning been improved by changes in teaching? Cite specific examples.

11A. PLO Assessment - Plan

Describe your program's Program Learning Outcomes assessment plan. Please specify whether you are using direct or indirect measurements of assessment.

11B. PLO Assessment - Impact

Summarize the major findings of your program's PLO assessments. What are some improvements that have been, or can be, implemented as a result of PLO assessment?

NOTE: If you intend to implement any of these changes, you should create Action Plans in the Planning module of SPOL. Doing so will also allow you to request resources that may be required for successful implementation.

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Looking Ahead

<mark>12.</mark> Program Improvement Initiatives

How will you address the opportunities for improvement that you identified throughout the prior sections of this Program Review? What research or training will you need to accomplish these plans? What supplies, equipment, or facilities improvements do you need? Please do not include a written response here. Rather, use the Planning module of SPOL to create your Strategic Action Plans.

PLANNING MODULE

Note: Program Improvement Initiatives from the Looking Ahead section of Program Review are entered into SPOL through the Planning module. The following three generic "Objectives" have been created for each of the programs. Users should be able to add "Action Plans" to each objective. They can then requests budget resources and assign responsible parties to the action plans.

Objective: Equipment, technology and facilities requests

Use this objective to request supplies, equipment, technology or facilities improvements. To request equipment, Edit the "Purchase equipment" Action Plan and click the "Request Resources" button to enter the details of your equipment request. Be sure to indicate whether additional space will be needed to accommodate the requested equipment, or whether it will require maintenance agreements and or support personnel.
Facilities requests may be for changes to custodial services, maintenance, remodeling, or new construction. Create a new Action Plan for each facilities request. In the description/justification be sure to indicate whether the request is for ADA or safety-related concerns.

Objective: Personnel Requests

Use this objective to submit your New Position Proposal. Upload your proposal to the document directory.

Objective: Strategic Action Plans

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.