



## Annual Program Plan/Review Feedback Form - IPC

**Program** Human Services **Division** B, D, W  
**IPC Member(s)** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Reviewers** Supinda S, Janet Stringer and Anniqua Rana **Reviewed** 4/18/14

**The purpose of this form is to provide feedback to the Department/Program.**

I. Curriculum Offerings	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of curriculum updates for all courses.	Click here to enter text.	all courses up to date	Click here to enter text.	Click here to enter text.
2. Status of SLOAC for all courses.	incomplete	Click here to enter text.	Click here to enter text.	Click here to enter text.
3. A description of the complete curriculum offering cycle.	Click here to enter text.	included	Click here to enter text.	Click here to enter text.
4. A plan for necessary curriculum development.	none mentioned	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Comments/Questions:</b> About half of the courses are missing results, action plan and follow up in TracDat. There is thoughtful discussion of the need to pair ESL courses with HMSV courses in Spanish. Also presentation of partnerships with NDNU and ACCI.				

II. Program Level Data	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The data is prepared by the Office of Research and Planning and is to be attached to this document. This section should include the following:</i>				
1. Identification of trends on data packets.	Click here to	Click here to	included	Click here to



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	enter text.	enter text.		enter text.
2. Identification of program performance.	Click here to enter text.	included	Click here to enter text.	Click here to enter text.
3. Identification of PLOs (Program Learning Outcomes) assessment plan.	Click here to enter text.	included	Click here to enter text.	Click here to enter text.
4. Analysis of PLOs (Program Learning Outcomes) results.	none in TracDat	Click here to enter text.	Click here to enter text.	Click here to enter text.

**Comments/Questions:**

Assessment plan and outcomes for PLOs are included in the program review, but there is no data or reflection in TracDat or the program plan. Outline of degrees and certificates offered and achieved by students is included. Comment on the need to revise and increase industry involvement.

III. Action Plan	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Reflections on Department/ Program needs and goals.	Click here to enter text.	Click here to enter text.	yes	Click here to enter text.
2. An action plan for what is to be accomplished for the next year.	Click here to enter text.	Click here to enter text.	yes	Click here to enter text.

**Comments/Questions:**

Asking for additional training in PLO/SLO evaluation and use of TracDat.

IVa. Faculty and Staff hiring needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with	request FT	Click here to	Click here to	Click here to



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accurate data.	faculty, but no justification is provided	enter text.	enter text.	enter text.
2. Justification fits Department/Division/College needs.	minimal	Click here to enter text.	Click here to enter text.	Click here to enter text.

Comments/Questions:

Request for full-time faculty member for general reasons, but the position justification is not included.

<b>IVb. Professional Development needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
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*Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs*

Justification is consistent with Department/Program needs.	incomplete	Click here to enter text.	Click here to enter text.	Click here to enter text.
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Comments/Questions:

Comments that faculty attend flex day activities, which is great. But, all faculty can apply for funds from professional development to attend conferences and workshops, etc. The faculty in HMSV are encouraged to apply for these funds.

<b>IVc. Classroom and Instructional Equipment needs</b>	<b>Incomplete information</b>	<b>Complete information, some analysis</b>	<b>Complete information, analysis</b>	<b>Complete information, analysis, plan</b>
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*Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost*

1. Complete source/cost information (item description, suggested vendor, number of items, total cost).	Click here to enter text.	Click here to enter text.	included	Click here to enter text.
2. Justification is consistent with Department/Division/College needs (uses previous program plan information).	Click here to enter text.	Click here to enter text.	yes	Click here to enter text.

Comments/Questions:

Complete information included. Just not sure the relationship between the MPC and Canada in terms of classroom equipment and renovations.

<b>IVd. Office of Planning, Research &amp;</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Complete</b>	<b>Complete</b>
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Student Success data needs	information	information, some analysis	information, analysis	information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs.	Click here to enter text.	Click here to enter text.	yes	Click here to enter text.
Comments/Questions: Thoughtful requests. Tracking students through employment is difficult, but important for programs such as this one.				

IVe. Facility needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs.	none	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: Actually some of equipment request should be included here.				

**Other/General Comments:**  
 Overall, very reflective of the program needs and students. The program is encouraged to expand the advisory board and increase industry input into the program. The faculty are also encouraged to meet regularly as listed in the action plan. Being creative about the ESL requirement could make a significant impact on the program overall, but you must stay within the rules.

IPC Co-Chair Signature Carol Rhodes Date 4-25-14

VPI Co-Chair Signature [Signature] Date 25-4-2014