



Annual Program Plan/Review Feedback Form - IPC

Program Learning Center **Division** Office of Instruction
IPC Member(s) _____ **Date** _____
Reviewers Carol Rhodes, David Johnson, Chialin Hsieh, Javier Santos **Reviewed** 4/23/14

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.	xxx	Click here to enter text.	Click here to enter text.	Click here to enter text.
2. Status of SLOAC for all courses.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Fairly complete record of SLO results.
3. A description of the complete curriculum offering cycle.	Click here to enter text.	Click here to enter text.	Click here to enter text.	xxx
4. A plan for necessary curriculum development.	Click here to enter text.	xxx	Click here to enter text.	Click here to enter text.
Comments/Questions: When was each course COR updated? This APP only lists the course that is outdated. How will decisions be made on deletion/banking of courses? How can these courses better fit student needs?				

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.	xxx	Click here to	Click here to	Click here to



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		enter text.	enter text.	enter text.
2. Identification of program performance.	Click here to enter text.	xxx	Click here to enter text.	Click here to enter text.
3. Identification of PLOs (Program Learning Outcomes) assessment plan.	Could not find this information.	Click here to enter text.	Click here to enter text.	Click here to enter text.
4. Analysis of PLOs (Program Learning Outcomes) results.	Could not find this information.	Click here to enter text.	Click here to enter text.	Click here to enter text.
<p>Comments/Questions: Analysis is minimum. Do you need a different type of data in the packet? Where is the analysis of the effectiveness of tutoring on student success MATH Stats (by Frank)?</p>				

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.	xxx	Click here to enter text.	Click here to enter text.
2. An action plan for what is to be accomplished for the next year.	Click here to enter text.	xxx	Click here to enter text.	Click here to enter text.
<p>Comments/Questions: Action plan seems vague.</p>				

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</i>				



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<i>be included.</i>				
1. Justification is consistent with accurate data.	xx	Click here to enter text.	Click here to enter text.	Click here to enter text.
2. Justification fits Department/Division/College needs.	xx	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: Justification for staff proposed in APP SS is not presented here. No staff requested for instructional courses.				

IVb. Professional Development needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs.	Click here to enter text.	xx	Click here to enter text.	Click here to enter text.
Comments/Questions: Vague. These conferences may be worthwhile, and which staff positions will attend? What is the plan for sharing information with all staff?				

IVc. Classroom and Instructional Equipment 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 including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information (item description, suggested vendor, number of items, total cost).	Click here to enter text.	Click here to enter text.	Click here to enter text.	xx
2. Justification is consistent with Department/Division/College needs (uses previous program plan information).	NA	Click here to enter text.	Click here to enter text.	xx
Comments/Questions: Plan for how to avoid the iPad checkout problem (lost, stolen) and how to evaluate the effectiveness of the scribe pens. No requests for instructional courses.				

IVd. Office of Planning, Research & Student Success data needs	Incomplete information	Complete information,	Complete information,	Complete information,
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	some analysis	analysis	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.	Click here to enter text.
Comments/Questions: Request the same data packet			

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.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: No requests				

Other/General Comments:

Worthwhile plan to evaluate effectiveness and efficiency of each program, especially tutoring. How can tutoring hours best be leveraged to benefit the most students? With respect to courses, what is needed to improve student success and student recruitment? Can this material be incorporated into other courses or services? Ex. Tutoring sessions include some work on vocabulary and grammar, pertinent to the subject being tutored. Generally, it was difficult to assess the curriculum work separately from the rest of the Learning Center Program.

IPC Co-Chair Signature Carol Rhodes Date 5-7-2014

VPI Co-Chair Signature [Signature] Date 7 MAY 2014