

**Cañada College
Instructional Program Plan Feedback Form**

Program Name: Business	Division: Click here to enter text.
IPC Member(s) Reviewers: Carol R., Supinda S., Valeria E. Nicholas K.	Date Reviewed: 3/6/15

The purpose of this form is to provide feedback on the quality of the program review to the Department/Program.

Instructional Program Plan	Components	Comments, questions, recommendations
<u>Executive Summary</u>		
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: <input type="checkbox"/> strengths <input type="checkbox"/> challenges <input type="checkbox"/> action plans <input type="checkbox"/> innovative, logical, evidence-based	Can't locate an executive summary. Question needs to be revisited.
<u>Program Context</u>		
1. Mission:		Click here to enter text.
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.	Provides: <input type="checkbox"/> changes at HS, 4-yr colleges <input type="checkbox"/> Analysis of impact <input checked="" type="checkbox"/> Efforts to accommodate changes	Program is efficient in their current program. Are there opportunities to provide outreach to high school programs?
3. Community and Labor Needs: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program. CTE programs	Provides: <input type="checkbox"/> Evidence of external changes	Is CEC in replacement of the CEO program and how is it different? Is this program designed to target international students?

**Cañada College
Instructional Program Plan Feedback Form**

<p>should identify the dates of their advisory group meetings.</p>	<input type="checkbox"/> Analysis of impact <input type="checkbox"/> Advisory group information	<p>Who is the target group? Advisory group does not mention membership information. New certification does not mention the impact on curricular changes or enrollment. As well as the impact it will have on students.</p>
Instructional Program Plan	Components	Comments, questions, recommendations
<u>Looking Back</u>		
<p>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.</p>	<p>Provides: <input checked="" type="checkbox"/> description of curricular changes <input checked="" type="checkbox"/> rationale for these changes</p>	<p>Please provide more information regarding which distance education courses are offered. Is CEC and CEO the same program or different? Still unclear and requires further clarification.</p>
<p>5. Progress Report: Provide your responses to all recommendations received on your last program review and report on progress made on previous action plans and strategic goals.</p>	<p>Provides: <input checked="" type="checkbox"/> responses address recommendations <input type="checkbox"/> logical, consistent reasoning <input type="checkbox"/> progress on action plans/goals</p>	<p>Has training been implemented? Did you receive the software and hardware requirements? Did you use the research time? Please clarify what college support is needed.</p>
<p>6. Impact of resource allocations: Describe the impact to-date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success.</p>	<p>Provides: <input type="checkbox"/> Evidence of impact on program <input type="checkbox"/> Impact on student success, including learning outcomes <input type="checkbox"/> analysis of impact</p>	<p>No mention of impact of software/hardware received. Have you asked your division department for the adaptors? Voice thread: still necessary or needed? How was Camtasia used? Need further clarification of the results of the software purchased..</p>
<u>Current State of the Program</u>		

**Cañada College
Instructional Program Plan Feedback Form**

<p>7. Connection & Entry:</p> <p>A. Observation: Describe trends in program and course enrollments, FTES, LOAD and Fill Rates. Cite quantitative data and specific tables from the data packets.</p>	<p>Provides:</p> <p><input type="checkbox"/> Descriptive summary of data</p> <p><input type="checkbox"/> Analysis of data</p>	<p>How does the decline relate to current trends? Has enrollment trends influenced the demand of distance education?</p> <p>Evening and weekend demand still a high need? Need further information.</p> <p>More information is needed are their some certificate programs that are less popular? Is there a focus on their entrepreneurial programs? Unclear.</p>
<p>B. Observation: Describe trends in program and course enrollments, FTES, LOAD and Fill Rates. Cite quantitative data and specific tables from the data packets.</p>	<p>Provides:</p> <p><input type="checkbox"/> suggested changes</p> <p><input type="checkbox"/> relation to Strategic Enrollment Plan</p> <p><input type="checkbox"/> logical, consistent reasoning</p>	<p>What is the entrepreneurial program is accomplishing.</p> <p>Missing data: Student employment</p> <p>How many students have declared a major in: business, accounting, international business.</p> <p>More information on the classes cut: where they evening or weekend classes? Not enough detail.</p> <p>What is the impact on enrollement with the cancellation of CEO?</p> <p>Have you contacted or targeted businesses? Need for more industry partnerships to support groups. Potentially a CBOT job training partnership? Further need of pathways to job training.</p> <p>Are any of these courses offered offsite?</p>
Instructional Program Plan	Components	Comments, questions, recommendations
<p><u>Current State of the Program</u></p>		
<p>8. Progress & Completion:</p> <p>A. Observation: Describe trends in program and course enrollments, FTES, LOAD and Fill Rates. Cite quantitative data and specific tables</p>	<p>Provides:</p> <p><input type="checkbox"/> Descriptive summary of data</p> <p><input type="checkbox"/> Analysis of data</p>	<p>No mention of success and retention.</p> <p>How does the age distribution imply about curriculum needs.</p>

**Cañada College
Instructional Program Plan Feedback Form**

from the data packets.		
<p>B. 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.</p>	<p>Provides:</p> <p><input type="checkbox"/> Descriptive summary of data</p> <p><input type="checkbox"/> Analysis of data</p>	<p>Need explanation of especially the drop and success rate since 2009.</p>
<p>C. 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?</p>	<p>Provides:</p> <p><input type="checkbox"/> Analysis of barriers</p> <p><input type="checkbox"/> suggested changes</p> <p><input type="checkbox"/> relation to Student Equity Plan</p> <p><input type="checkbox"/> logical, consistent reasoning</p>	<p>Beyond faculty schedule what needs are needed to improve success and retention?</p>
<p>9. SLO Assessment:</p> <p>A. Are all course SLOs being systematically assessed at least once/4 years? Describe the coordination of SLO assessment across sections and over time.</p>	<p>Provides:</p> <p><input type="checkbox"/> Progress of Course SLO work</p> <p><input type="checkbox"/> Coordination of SLO work described</p>	<p>Make new plans and follow through.</p> <p>Contact SLO representative for assistance</p> <p>Consider e-Portfolios</p>
<p>B. Summarize the dialogue that has resulted from these 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.</p>	<p>Provides:</p> <p><input type="checkbox"/> summary of dialogue on SLO results</p> <p><input type="checkbox"/> Analysis of effects on teaching</p> <p><input type="checkbox"/> Impact on student learning</p> <p><input type="checkbox"/> examples of SLO impact</p>	<p>Think about what types of data is needed to assist in planning.</p>

**Cañada College
Instructional Program Plan Feedback Form**

Instructional Program Plan	Components	Comments, questions, recommendations
10. PLO Assessment: A. Describe your program's Program Learning Outcomes assessment plan.	Provides: <input type="checkbox"/> complete description <input type="checkbox"/> logical means of direct and/or indirect assessments	Action plan needs to include PLO revisions Curriculum evaluations, reviews of business degrees and certificates.
B. 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?	Provides: <input type="checkbox"/> Summary of PLO evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on program <input type="checkbox"/> Examples of changes	Rationale and impact of program. Lacking details of implementation plan.
<u>Looking Ahead</u>		
11. Strategic action plans: A. How will you address the opportunities for improvement that you identified above in Articulation, Community & Labor Needs, Connection & Entry, Progress & Completion and PLO Assessment? Identify timelines for implementation, responsible party, resource requirements.	Provides: <input type="checkbox"/> Detailed plan <input type="checkbox"/> logical, evidence-based rationale <input type="checkbox"/> timeline with responsible party <input type="checkbox"/> resource requirements	Action plan needs to include PLO revisions Curriculum evaluations, reviews of business degrees and certificates.
Overall Comments/Feedback/Suggestions on Instructional Program Plan: Missing data that should be requested. Action plans do not include proposals that are mentioned in other sections. What role will this play and how? Overall plans do not explain impact of requests. New partnerships needed to promote growth.		

**Cañada College
Instructional Program Plan Feedback Form**

Instructional Program Plan	Components	Comments, questions, recommendations
<u>Resource Requests</u>		
12. Personnel: A. List the current and near-future new or replacement faculty/staff positions that you anticipate requesting. Identify the term or year in which you anticipate submitting the staffing request.	<input type="checkbox"/> position request <input type="checkbox"/> timing <input type="checkbox"/> brief explanation of impact on program	Click here to enter text.
B. Identify any reassigned time/non-instructional assignments that are currently allocated to any of your program's faculty. Describe the impact (positive and negative) that this reassigned time has on your program.	<input type="checkbox"/> complete info <input type="checkbox"/> explanation of impact on program	Click here to enter text.
C. Links to new position requests and reassigned time/non-instructional assignment applications will be included here	<input type="checkbox"/> working links to applications	Click here to enter text.
13. Instructional Equipment: A. Provide a list of all equipment needed. In order to be funded, requests must include all the required purchasing information.	<input type="checkbox"/> full description <input type="checkbox"/> explanation of impact on program	No explanation of impact of acquiring a laptop.
B. Will additional space be needed to accommodate the requested equipment? Will the requested equipment require maintenance agreements and or support personnel? If so what are the projected costs?	<input type="checkbox"/> full description <input type="checkbox"/> explanation of impact on program	Click here to enter text.
14. Information Technology: A. Provide a list of all software and hardware needed. Include the required purchasing information and/or desired capabilities.	<input type="checkbox"/> full description <input type="checkbox"/> explanation of impact on program	Click here to enter text.

**Cañada College
Instructional Program Plan Feedback Form**

Instructional Program Plan	Components	Comments, questions, recommendations
<p>B. Will additional space be needed to accommodate the requested equipment? Will the requested equipment require maintenance agreements and or support personnel? If so what are the projected costs?</p>	<p><input type="checkbox"/> full description <input type="checkbox"/> explanation of impact on program and IT support</p>	<p>Click here to enter text.</p>
<p>15. Facilities: Identify your program's facilities needs (custodial services, maintenance, remodeling, or new construction) and provide a brief explanation/justification. Please identify if the needs address ADA, safety, or utility concerns.</p>	<p><input type="checkbox"/> description <input type="checkbox"/> explanation of impact on program</p>	<p>Need further information on the impact of a designated classroom.</p>
<p>16. Professional Development: A. What professional development is needed to strengthen your program's offerings?</p>	<p><input type="checkbox"/> description <input type="checkbox"/> explanation of impact on program</p>	<p>Click here to enter text.</p>
<p>B. How can CIETL support groups of program faculty and/or faculty at large, through workshops and Flex days? Explain how these activities can contribute to program success and/or support the college's planning initiatives?</p>	<p><input type="checkbox"/> Evidence cited or analysis is clear</p>	<p>Click here to enter text.</p>
<p>17. PRIE Research: Identify your program's specific research needs. Explain how the research will contribute to program/student support and/or support institutional plan initiatives.</p>	<p><input type="checkbox"/> full description of data needs <input type="checkbox"/> explanation of impact on program</p>	<p>Click here to enter text.</p>
<p>18. Funding: Describe any projects that your program would like to pursue that are currently unfunded or not fully funded. Explain how such a project would support program needs and align with the college's strategic plans.</p>	<p><input type="checkbox"/> description of projects; new ideas for program improvement <input type="checkbox"/> explanation and alignment with college plans</p>	<p>Click here to enter text.</p>

**Cañada College
Instructional Program Plan Feedback Form**

Overall Comments/Feedback/Suggestions on Resource Requests:

[Click here to enter text.](#)

IPC Co-Chair Signature

Date

VPI Co-Chair Signature

Date
