

Program Review Revisions for Fall 2011 (No budget requests)

Based on input from faculty reviewers, committees, chairs, deans and the VPSL.

Signature Page

Program Overview

Faculty (existing)

Staff (existing)

Facilities

Student Access And Success

Curriculum

Student Learning Outcomes

Point of Improvement (Pi)

Department Chairs Comments

Area Directors And Dean's Comments

Program Review Committee Comments

Submission Page With Check-Off List

Resources

SIGNATURE PAGE

Overview Section: Can pretty much stay the same except note in section II.

- I. Definition
- II. Program Purpose – check off parts of five pathways that are applicable and then explain
- III. Students served (summary of demographics)
- IV. Program History
- V. Attachments

Faculty Members

(data remains)

I. Program Faculty

List of Faculty Members and Total faculty Units separately for Fall, Spring and Summer

Last Name First Name MI Year Retired:

Status Shared w/other program(s):

Summer 2009 TU Fall 2009 TU Spring 2010 TU Reassigned

Years of Service:

Specialty:

Leadership: List involvement in committees or other service

Support Staff:

(data remains)

I. Current Support Staff

List of Support Staff

Name: Type Purpose : Hours/Week To support: # of Students/classes

Leadership: List involvement in committees or other service

****Type =**

Full time
Part Time
Hourly
Workstudy

Purpose =

Clerical
Instructional Specialist
Computer Tech
Lab Assistant
Lab Tech
Shop Tech
Testing
Tutoring
Other

Facilities Section

Question:

What are the existing facilities issues that impact student access and success, or health and safety? (address any of the following: Size, location, conditions, maintenance, features, a/c, lighting, adjacencies, other.) Please indicate if space is new, existing, temporary and clearly indicate the facility and room numbers for any complaints or suggestions or requests.

STUDENT ACCESS AND SUCCESS SECTION:

Demographic, enrollment and student success information is available in the Data Dashboard which can be accessed through ARGOS. Please use this information and your faculty's own anecdotal experience to answer the following questions.

I. Student Access

Based on the enrollment numbers and demographic breakdown for your courses, what significant factors or barriers are influencing student access to your courses or program? (e.g. "Poor transportation from Novato and IVC to Kentfield." or "Increase in fees.")

II. Student Success

Based on course completion rates and grades in your courses (available on the Data Dashboard), and more importantly, based on you and your colleagues experiences in class, what do faculty in your discipline feel are significant factors or barriers influencing student success in your courses or programs? Please begin with: "Students who don't succeed often struggle with _____," and then analyze what you think are the reasons behind their difficulties which could range from socio-economic factors to issues more directly related to course work or presentation.

III. Improving student success and retention

Please check off which of the following student support services your students used:

- Library
- Counseling
- Tutoring
- Computer Labs for student use
- Bookstore
- DSPS
- Financial Aid
- Transfer Center

What is their level of satisfaction? Are your students having any problems with any of these services? If so, please explain.

3. How do you make sure your students are able to get through your program in a timely fashion? (e.g. "Schedule all required classes every semester.")

Curriculum Section **ITEMS IN BOLD ARE NEW**

Please answer the following questions in terms of an analysis of strengths and constraints as well as future goals and recommended and/or planned actions.

1. What is the focus of your program? (e.g. transfer, basic skills, career technical education, lifelong learning, etc.)
2. Have there been changes in the field that might impact your course offerings or degrees? Please explain.
3. Are you planning on changing, updating or revising degree or certificate requirements? Please explain.
4. If available, have you created a “degree for transfer” in your discipline according to SB 1440? If so, what is it?
5. Have you prioritized your courses according to department goals? (Please attach blueprint)
6. Have all your courses been updated in the last 5 years? If not, please list all outdated courses and your plans for revising or deleting them.
7. Do you plan to develop any new courses or degrees? If so, please describe briefly and explain.
8. Are you collaborating (or thinking about collaborating) with other departments to develop joint curriculum or make other programmatic changes? If so, please describe briefly and explain.
9. Do you plan to develop any new Distance Ed courses or develop Distance Ed versions of existing courses? If so, please describe briefly and explain.
10. Do you plan to add or increase your material fees for any of your classes? If so, please list the classes and the proposed new or revised material fees for the respective classes.
11. Have you reviewed your pre-requisites and co-requisites in the last 5 years?

Student Learning Outcomes Section

COLLEGE LEARNING OUTCOMES:

- I. **Written, Oral and Visual Communication:** Communicate effectively in writing, orally and/or visually using traditional and/or modern information resources and supporting technology.
- II. **Scientific and Quantitative Reasoning:** Locate, identify, collect, and organize data in order to then analyze, interpret or evaluate it using mathematical skills and/or the scientific method.
- III. **Critical Thinking:** Differentiate between facts, influences, opinions, and assumptions to reach reasoned and supportable conclusions.
- IV. **Problem Solving:** Recognize and identify the components of a problem or issue, look at it from multiple perspectives and investigate ways to resolve it.
- V. **Information Literacy:** Formulate strategies to locate, evaluate and apply information from a variety of sources - print and/or electronic.

I. Degree and Certificate SLOs:

What are your degree and certificate student learning outcomes?	In which courses do students learn each one?

2. What are your assessment strategies? (e.g. essays, research papers, presentations, multiple choice tests, etc.)

II. General Education SLOs

1. Does your discipline offer any classes which count for general education requirements?
yes/no
2. Have you assessed any of the GE SLOs in the last year in any of these courses? If so, please describe the assessment and who it was given to and then summarize the results.
3. - If you have used the shared GE rubrics, what did you learn? (Report your findings.)
 - What do you hope to change in the curriculum, pedagogy, course outline, etc. as a result of what you have learned? (Or what have you already changed?)
 - Will these changes require new resources or a reallocation of resources? If so, explain using data.
 - How have changes (previously made) affected student learning? Use qualitative and quantitative data to support your response.

III. Course Level SLOs

- a. Have you assessed any of the stated Student Learning Outcomes in your course outlines over the last year? If so, please describe the assessment and what courses and sections it was given in and then summarize the results.
- b. What improvements have you made or do you plan to make in the future based on the results of your SLO assessment?

POINT OF IMPROVEMENT

Best Practices: Please address any of the following areas:

Overall Program structure, contextualized learning/learning communities, reputation of faculty, faculty collaboration, staff, retention and success, how you maintain a supportive environment, how you address issues of diversity, any specific student learning outcomes.

As a discipline, please look at your student learning outcome assessments at the program or degree/certificate level and consider the following questions:

1. What do you do to help student achieve particular outcomes?
2. How can you improve student performance on this outcome? Give specific strategies.
3. Pick one or two things that you will do to improve your program over the next 2-3 years. Outline your strategies for improvement. Detail any resources you will need to achieve this improvement.

Description & Current Goals; Analysis: strengths and constraints	Future Goals & Recommended Actions
Q1.	
Q2.	
Q3.	

Note: You will be asked to comment on this plan for improvement in your next review in two to three years. Please save your responses so that you will have comparative evidence and data to submit at that time.

(FROM PROGRAM SUMMARY)

Planning: What (qualitative and/or quantitative) data-driven coordinated planning has your department done to improve enrollment, student learning, access and success over the last two years?

(FROM PROGRAM SUMMARY)

Assessment of Previous Program Review Allocations if any:

1. What resources have you been granted from your previous program reviews?
2. Please assess how these resources have been used to improve access, learning outcomes and student success in your program?
3. What changes have you implemented based on previous program reviews?
4. What results have you found?

DEPARTMENT CHAIR COMMENTS:

1. Please make any comments on the Student Access and Success, Facilities, Curriculum and SLO sections.
2. Please comment on the Point of Improvement section.

Area Directors and Deans Comments

1. Please make any comments on the Student Access and Success, Facilities, Curriculum and SLO sections.
2. Please comment on the Point of Improvement section.

Program Review Committee Comments:

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SUBMISSIONS PAGE CHECK-OFF

- SIGNATURE PAGE
- PROGRAM OVERVIEW
- FACULTY MEMBERS
- CURRENT STAFF
- STUDENT ACCESS AND SUCCESS
- FACILITIES
- CURRICULUM
- STUDENT LEARNING OUTCOMES
- POINT OF IMPROVEMENT
- Department Chairs comments
- Area Dean's comments
- Program Review Committee comments

DATE OF FACULTY SUBMISSION:

DATE OF DEPARTMENT CHAIR SUBMISSION:

DATE OF AREA DEAN'S SUBMISSION:

Resources Section:

1. Instructions
 - a. Template pdf
 - b. Formatting Instructions
 - c. Program Review Definitions
 - d. Program Review Handbook

2. Reports
 - a. Educational Master Plan
 - b. Strategic Plan 2009-2012
 - c. Transfer Report
 - d. General Education Course List

3. Rubrics
 - a. For Instructional Equipment

4. Data
 - a. Credit PR Definitions
 - b. Credit Demographics
 - c. Credit WSCH/Grades
 - d. Credit Summer WSCH/Grades
 - e. Noncredit PR definitions
 - f. Noncredit Demographics (and Enrollment)
 - g. Community Education Data
 - h. Pathways Data
 - i. Student Success by Demographics – Arts
 - j. Student Success by Demographics – Career
 - k. Student Success by Demographics – Basic Skills (including BS Math)
 - l. Student Success by Demographics – Science (Transfer)
 - m. Student Success by Demographics - Nonscience (Transfer)

5. Other links
 - a. To previous year's Program Reviews
 - b. To Curriculum Page
 - c. To SLO WIKI <http://com-academic-senate-slos.wikispaces.com/>