

Proposal

- Eliminate the current Annual Program Plan and 6-year Comprehensive Program Review
- Establish a **Biennial Program Review**: odd years - Science & Technology Division and Business, Design & Workforce Division; even years - Humanities & Social Sciences Division and Athletics, Library & Learning Center Division; other programs distributed to balance)
- Resource Requests may be submitted in off-years
- Data packets for all programs will be available every year
- Campus-wide presentations of program reviews will occur on a rotating 6-year basis



Odd Year Review	Even Year Review
Accounting & Business	Anthropology
Astronomy	Art
Biological & Health Sciences	Career
Chemistry	Communication Studies
Computer Business Office Technology	Economics
Computer Information Systems	English
Cooperative Education	English as a Second Language
Early Childhood Education	History
Earth Sciences	Honors Transfer Program
Engineering	Kinesiology, Athletics and Dance
Fashion Design	Latin American Studies
Human Services	Learning Center
Interior Design	Library
Mathematics	Music
Medical Assisting	Philosophy
Multimedia	Political Science
Paralegal	Psychology
Physics	Sociology
Radiologic Technology	Spanish
	Theatre Arts

Presentation Schedule

2015	2016	2017	2018	2019	2020
ACTG/BUS	ANTH	COOP	HIST	MATH	MUS
ASTR	ART	ECE	HTP	MEDA	PHIL
BIOL/HSCI	CRER	EARTH	KAD	MART	PLSC
CHEM	COMM	ENGR	LATIN	LEGL	PSYC
CBOT	ECON	FASH	LCTR	PHYS	SOCI
CIS	ENGL	HMSV	LIBR	RADT	SPAN
	ESL	INTD			DRAM

Program Review

Program Title _____

Lead Contact Person _____

Writing Team _____

Executive Summary

Please 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:** Please identify how your program aligns with the college's mission by selecting the appropriate check box(es):

Career Technical, Basic Skills, Transfer, Lifelong Learning

If your program has a mission statement, include it here.

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.
3. **Community and Labor Needs:** Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program. CTE programs should identify the dates of their advisory group meetings.

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.
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 toward your strategic goals.
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.

Current State of the Program

7. **Connection & Entry:**

A. Observation: Describe trends in program and course enrollments, FTES, LOAD and Fill Rates. Cite quantitative data and specific tables from the data packets.

- B. Evaluation: 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?

8. Progress & Completion:

- A. Observation: Describe trends in student success and retention disaggregated by: ethnicity, gender, age, enrollment status, day/evening. Cite quantitative data and specific tables from the data packets.
- 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.
- 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?

9. SLO Assessment:

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

10. PLO Assessment:

- A. Describe your program’s Program Learning Outcomes assessment plan.
- 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?

Looking Ahead

11. Strategic goal & 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, and resource requirements.

Action Plan	Timeline	Responsible party	Resources required

Resource Requests

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.

- 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.
- C. Links to new position requests and reassigned time/non-instructional assignment applications will be included here

13. Instructional Equipment:

- A. Provide a list of all equipment needed. In order to be funded, requests must include all the required purchasing information.

Item name	New/Repair/Replacement	Vendor	Catalog number	Unit Price	# Needed	Justification	Contact faculty

- 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?

14. Information Technology:

- A. Provide a list of all software and hardware needed. Include the required purchasing information and/or desired capabilities.

Item name	New/Upgrade	Vendor	Catalog number	Unit Price	# Needed	Justification	Contact faculty

- 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?

- 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.

16. Professional Development:

- A. What professional development is needed to strengthen your program’s offerings?
- 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?

- 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.

- 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.

