

2015/2016 Full Program Review

Discipline: _____

Program Overview

I. Program Definition – describe the unique qualities that define the importance of your program. *Data available on the Data Dashboard.

II. Program Purpose

- | | |
|---|--|
| <input type="checkbox"/> Basic Skills | <input type="checkbox"/> Associates Degree |
| <input type="checkbox"/> English as a Second Language | <input type="checkbox"/> Transfer |
| <input type="checkbox"/> Career/Technical Education | <input type="checkbox"/> Cultural Enrichment |
| | <input type="checkbox"/> Lifelong Learning |

Briefly describe how your program fits into the pathways you have chosen.

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III. Students Served – *briefly describe what students are served in your program.*

**Data available on the Data Dashboard.*

IV. Program History – *briefly describe the recent history of your program.*

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Faculty and Staff

1. Full Time Faculty Members *(Please add rows as needed)*

Name	Courses Taught

2. Part Time Faculty Members *(Please add rows as needed)*

Name	Courses Taught

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3. Non-Instructional Support Staff *(Please add rows as needed)*

Name	% FTE	Areas of Responsibility

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Facilities

What are the existing facilities issues that impact student access and success in your program? Focus on how existing facilities meet your program needs (or not).

(Note: Please use school dude work orders to solve routine maintenance issues, such as, temperature control, lighting repair, etc. as well as health and safety concerns).

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Student Access and Success

I. Access – Based on the enrollment numbers and demographic breakdown for your courses (available through the Data Dashboard), what significant factors or barriers are influencing student **access** to your courses or program? Factors could relate to issues at COM, outside of COM, or to the students’ lives.

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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?

You could 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.

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Improving Student Success and Retention – please check off which of the following student support services your students have used:

- Bookstore
- Computer Labs for Student Use
- Counseling
- Student Accessibility Services
- Financial Aid
- Job Placement Center
- Library
- Transfer Center
- Tutoring
- Other

Comments:

IV. How do you make sure your students are able to get through your program in a timely fashion?

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Curriculum

1. What is the focus of your program? Check all that apply.

- Basic Skills
- ESL
- Career Technical Education
- COM Degree/Transfer
- Lifelong Learning

2. Have there been any 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, please list.

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5. Have you prioritized your courses according to department goals? **(Please attach blueprint)**

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6. Have all courses been updated in the last 5 years? If not, please list all outdated courses and your plans for revising or deleting them.

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7. Do you plan to develop any new courses or degrees? If so, please describe briefly and explain. **NOTE:** If you will need additional units in order to offer these courses, please fill out the additional units section of this Program Review.

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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.

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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.

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10. Please list materials fees currently in place. 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.

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11. Have you reviewed your pre-requisites and co-requisites in the last 5 years?

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Student Learning Outcomes

I. General Education / College Wide Outcomes

1. Did you use the shared assessment rubrics and if so which one(s)?

- Critical Thinking and Problem Solving Combined
- Scientific Reasoning--Physical Sciences and Math
- Scientific Reasoning--Life/Earth/Social Sciences
- Revised Written Communication
- Visual Communication (Fine Arts - 2014)
- Information Literacy
- Modern Language Oral Presentation
- Modern Language Written Composition
- Modern Language Critical Thinking
- Speech/Communication Performance Assessment Student Feedback Sheet (2013)

2. If you used your own assessments or rubrics, please describe.

3. Which courses were assessed?

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4. What did you learn from the analysis of your results?

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5. What do you plan to change in the curriculum, pedagogy, course outline, etc. as a result of what you have learned? Or what have you already changed?

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6. Will these changes require new resources or a reallocation of resources?

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7. How have previously made changes affected student learning? Use qualitative and /or quantitative data to support your response.

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II. Course Level Student Learning Outcomes:

1. What Student Learning Outcomes have you assessed from your course outlines over the last year? Describe the assessment(s) and summarize the results.

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2. What specific strategies have you implemented or do you plan to implement in the future based on the results of your SLO assessment?

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Overall Program Assessment

I. Program Excellence (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.

II. Program Improvement

Beyond specific SLOs, 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? **Data available on the Data Dashboard.*

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III. Assessment of previous Program Reviews:

1. What resources have you been granted from your previous program reviews?

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2. Please assess how these resources have been used to improve access, learning outcomes and student success in your program? **Overall data available on the Data Dashboard.*

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3. What changes have you implemented based on previous program reviews?

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4. What results have you found? **Overall data available on the Data Dashboard.*

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Plans for Improvement

1. Pick one or two things that you will do to improve your program over the next 2-3 years. Outline your strategies for improvement. (*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.*)

2. Detail any resources you will need to achieve this improvement and explain what SLOs or student access issues you hope to address.

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Long Term Budget/Unit requests

I. Additional Teaching Units (add rows if necessary)

Class	Campus	Fall Units	Spring Units	Summer Units	Total Units

For each request above, please explain how these additional units will address scheduling needs, student access or success, and/or new graduation requirements. **Please show how these units work on your attached discipline blueprint.**

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Department Chair Comments

1. Please make any comments on Student Access and Success, Facilities, Curriculum and SLO sections.

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2. Please comment on the Plans for Improvement section.

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3. For Instructional/ Student Services PR: What are your priorities if asked to make reductions? (Please be specific and address staffing, units/classes, supplies, service contracts, etc.) What reductions have already been implemented in recent years?

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4. Other comments

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Area Directors and Deans Comments

1. Please make any comments on Student Access and Success, Facilities, Curriculum and SLO sections.

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2. Please comment on the Plans for Improvement section.

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3. For Instructional/ Student Services PR: What are your priorities if asked to make reductions? (Please be specific and address staffing, units/classes, supplies, service contracts, etc.) What reductions have already been implemented in recent years?

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4. Other comments

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