

## Program Review Comments Template - J. Young

**Program:** ESL

**Date Reviewed:** November 7, 2013

**Resubmittal Date:** Friday, Nov. 22<sup>nd</sup> 4:0pm

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### General Comments

Great Program Review! The Committee enjoyed reading it and learning about your program. It is extremely well-written.  
Please refer to the template we gave you, include all the sections and mark them accordingly so we can easily find each section. This will fix some of the organization questions that arose.

1. Overview of the Program	Comments
a) Provide a brief narrative description of the current program, including the program's mission statement and the students it serves.	Please identify your mission statement. It is there. Just let the reader know. Include a head count (it comes up later) but give us an overview of the program here so we are "picturing it" as we move through the document. You can probably accomplish this in a couple of sentences.
b) Describe the degrees and/or certificates offered by the program.	
c) Explain how the program fulfills the college's mission and aligns with the strategic initiatives. (see Appendix A)	
d) Discuss the status of recommendations from your previous program review.	Include the status of previous recommendations. Some faculty do this in a table form at.

### 2. Analysis of Research Data (include data provided by Institutional Research & Planning)

a) Provide and <u>analyze</u> the following statistics/data.	Comments
	General Comment from Carolyn : Use the same scale for your charts. If there is an anomaly in the data, comment on it even if it is to say that you are unclear as to cause but you will investigate (look into it) – just so you acknowledge it.  Consider including the Student Success Act where appropriate – early assessment? Basic Skills?
1. Head count of students in the program	Start with the Head Count. Move it up on the page.
2. Course grade distribution	Add a brief discussion or comments here. The data is there but no narrative.  General Comment: Carolyn recommended putting narrative then charts or graphs.
3. Success rates (Discuss your program's rates in light of the college's success rate standard. Set a standard for your program.)	In our discussion I think you said you were going to set this at 76% . Provide a brief rationale and state you reviewed the information from IR.  (Note: I know that you have already located the 2012

	data.)
4. Retention rates	
5. A comparison of success and retention rates in face-to-face classes with distance education classes	
6. Enrollment statistics with section and seat counts and fill rates	
7. Scheduling of courses (day vs. night, days offered, and sequence)	Reason for decline in evening courses. Mention that students prefer day courses and why. That was really quite interesting.

8. Improvement rates (if applicable)	
9. Additional data compiled by faculty	
<b>b) List any related recommendations.</b>	Be sure to include your recommendation for assistance with registration where you feel it is appropriate. That seems like a big thing that is going to negatively affect your students.  Tutors – make your case throughout the document.

<b>3. Curriculum</b> Review and discuss the curriculum work done in the program during the past four years, including the following:	
a) Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.	
b) Explain any course additions to current course offerings.	
c) Explain any course deletions and inactivations from current course offerings.	
d) Describe the courses and number of sections offered in distance education. (Distance education includes hybrid courses.)	
e) Discuss how well the courses, degrees, or certificates are meeting students' transfer or career training needs:	
1. Have all courses that are required for your program's degrees and certificates been offered during the last two years? If not, has the program established a course offering cycle?	
2. Are there any concerns regarding program courses and their articulation?	
3. How many students earn degrees and/or certificates in your program? Do students take licensure exams? If so, what is the pass rate? If few students receive degrees or certificates or if few students pass the licensure exam, should the program's criteria or courses be re-examined? Set an attainable, measurable goal for future degrees, certificates, and/or licensure pass rates.	
<b>f) List any related recommendations.</b>	Tutors – make your case throughout the document.

<b>4. Assessment and Student and Program Learning Outcomes (SLOs &amp; PLOs)</b>	
Note: You mention that you completed an assessment in Fall 2012, but it was not entered into CurricUNET due to technical difficulties. Please email it to me and I will upload it to the Documents file in TracDat. This is where all old reports from CurricUNET are housed.	
a) Provide a copy of your alignment grid, which shows how course, program, and institutional learning outcomes are aligned.	Include your alignment grid – then you do not need to list all of the SLOs. You should include your most recent versions.
b) Provide a timeline for course and program level SLO assessments.	
c) State the percent of course and program SLO statements that have been assessed.	State that you are at 100%. That number looks very good. You worked hard, you deserve it.
d) Summarize the SLO and PLO assessment results over the past four years and describe how those results led to improved student learning. Analyze and describe those changes. Provide specific examples.	Page 13 Consider removing the statement <i>"Because of the pressure to inactivate any course that hadn't been offered in several semesters so that the school could reach 100% in its SLO assessments."</i>

e) Determine and discuss the level your program has attained in the SLO rubric in Appendix B. (Awareness, Developmental, Proficiency, or Sustainable Continuous Quality Improvement)	
f) Describe how you have improved your SLO process and engaged in dialogue about assessment results	
<b>g) List any related recommendations.</b>	Mention that you want an SLO Leader.  Add- Objective Measure for reading level.  Tutors. Make your case throughout the document.

<b>5. Facilities and Equipment</b>	
a) Describe and assess the existing program facilities and equipment.	
b) Explain the immediate (1-2 years) needs related to facilities and equipment. Provide a cost estimate for each need and explain how it will help the program better meet its goals.	
c) Explain the long-range (2-4+ years) needs related to facilities and equipment. Provide a cost estimate for each need and explain how it will help the program better meet its goals.	
<b>d) List any related recommendations.</b>	

<b>6. Technology and Software</b>	
a) Describe and assess the adequacy and currency of the technology and software used by the program.	
b) Explain the immediate (1-2 years) needs related to technology and software. Provide a cost estimate for each need and explain how it will help the program better meet its goals.	
c) Explain the long-range (2-4+ years) needs related to technology and software. Provide a cost estimate for each need and explain how it will help the program better meet its goals	
<b>d) List any related recommendations.</b>	Include the costs. Use a simple table here.

### 7. Staffing

a) Describe the program's current staffing, including faculty, administration, and classified staff.	Mention that 82% of classes are staffed by full-time faculty. Explain why this is important and why it is necessary to maintain that level.
b) Explain and justify the program's staffing needs in the immediate (1-2 years) and long-term (2-4+ years). Provide cost estimates and explain how the position/s will help the program better meet its goals.	
c) List any related recommendations.	

### 8. Future Direction and Vision

a) Describe relevant changes within the academic field/industry. How will these changes impact the program in the next four years?	
b) Explain the direction and vision of the program and how you plan to achieve it.	
c) List any related recommendations.	

### 9. Prioritized Recommendations

a) Provide a single, prioritized list of recommendations and needs for your program/department (drawn from your recommendations in sections 2-8). Include cost estimates and list the college strategic initiative that supports each recommendation (see Appendix A). Use the following chart format to organize your recommendations.	We discussed removing  Use a table to include the recommendations and cost. Use 0 if no cost is involved.
b) Explain why the list is prioritized in this way.	