**El Camino Community College**

**PROGRAM REVIEW 2019**

**ENTER DIVISION NAME HERE**

**ENTER PROGRAM NAME HERE**



**DEAN:**

ENTER NAME OF DIVISION DEAN HERE

**CONTRIBUTOR(S):**

ENTER NAME(S) OF CONTRIBUTOR(S) HERE

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# SECTION 1 Overview of the Program

1. **Provide a brief narrative description of the current program, including the program’s mission statement and the students it serves. Also include in this section any program highlights and/or accomplishments, as well as the most critical needs of the program.**
2. **Describe the degrees and/or certificates offered by the program.**
3. **Explain how the program fulfills the college’s mission and aligns with the strategic initiatives.**

*The mission of El Camino College is to make a positive difference in people’s lives by providing a comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.*

**STRATEGIC INITIATIVES**

1. **Student Learning:**
2. **Student Success and Support:**
3. **Collaboration:**
4. **Community Responsiveness:**
5. **Institutional Effectiveness:**
6. **Modernization:**
7. **Discuss the status of recommendations from your previous program review.**
8. **Recommendation:** Click here to enter Recommendation.

**Status:** Click here to enter Completed, Active, On Hold, or Abandoned.

**Notes/Comments:**

1. **Recommendation:** Click here to enter Recommendation.

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**Notes/Comments:**

# SECTION 2 Analysis of Research Data

1. **Head count of students in the program**
2. **Course grade distribution**
3. **Success rates**

Discuss your program’s success rates, addressing any issues of student equity and how your program is addressing any performance gaps. Describe any demographic success characteristics and set a success standard for your program.

1. **Retention rates *- if applicable, include retention based on placement method***
2. **A comparison of success and retention rates in face-to-face classes with distance education classes**
3. **Enrollment statistics with section and seat counts and fill rates**
4. **Scheduling of courses (day vs. night, days offered, and sequence)**
5. **Improvement Rates (Course success by placement method, if applicable)**
6. **Additional data compiled by faculty.**
7. **Enumerate any related recommendations.**

# SECTION 3 Curriculum

Review and discuss the curriculum work done in the program during the past four years, including the following:

1. **Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.**
2. **Explain any course additions to current course offerings.**
3. **Explain any course deletions and inactivations from current course offerings.**
4. **Describe the courses and number of sections offered in distance education. (Distance education includes hybrid classes.)**
5. **Discuss how well the courses, degrees, or certificates meet students’ transfer or career training needs.**
6. **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?**
7. **Are there any concerns regarding program courses and their articulation to courses at other educational institutions?**
8. **How many students earn degrees and/or certificates in your program? Set an attainable, measurable goal related to student completion of the program’s degrees/certificates.**
9. **Are any licensure/certification exams required for program completion or career entry? If so, what is the pass rate among graduates? Set an attainable, measurable goal for pass rates and identify any applicable performance benchmarks set by regulatory agencies.**
10. **Enumerate any related recommendations.**

# SECTION 4 Assessment of Student and Program Learning Outcomes (SLOs & PLOs)

1. **Provide a copy of your alignment grid, which shows how course, program, and institutional learning outcomes are aligned. (This will be Appendix A.)**
2. **Provide a timeline for your course and program level SLO assessments. (This will be Appendix B.)**
3. **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.**
4. **Describe how you have improved your SLO/PLO assessment process and engaged in dialogue about assessment results.**
5. **Enumerate any related recommendations.**

# SECTION 5 Analysis of Student Feedback

Provide a copy of any feedback reports generated by Institutional Research and Planning or your program. Review and discuss student feedback collected during the past four years including any surveys, focus groups, and/or interviews.

1. **Describe the results of the student survey in each of the following areas:**
2. **Student Support**
3. **Curriculum**
4. **Facilities, Equipment, and technology**
5. **Program Objectives**
6. **Discuss the implications of the survey results for the program.**
7. **Discuss the results of other relevant surveys.**
8. **Enumerate any related recommendations.**

# SECTION 6 Facilities and Equipment

1. **Describe and assess the existing program facilities and equipment.**
2. **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.**
3. **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.**
4. **Enumerate specific recommendations based on the information provided above, as well as any related recommendations (e.g., creating and budgeting for a cycle for ongoing maintenance, repair, and replacement).**

# SECTION 7 Technology and Software

1. **Describe and assess the adequacy and currency of the technology and software used by the program.**
2. **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.**
3. **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.**
4. **Enumerate specific recommendations based on the information provided above, as well as any related recommendations (e.g., creating and budgeting for a cycle for ongoing maintenance, repair, and replacement).**

# SECTION 8 Staffing

1. **Describe the program’s current staffing, including faculty, administration, and classified staff.**
2. **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.**
3. **Enumerate specific recommendations based on the information provided above, as well as any related recommendations.**

# SECTION 9 Direction and Vision

1. **Describe relevant changes within the academic field/industry. How will these changes impact the program in the next four years?**
2. **Explain the direction and vision of the program and how you plan to achieve it.**
3. **Enumerate specific recommendations based on the information provided above, as well as any related recommendations.**

# SECTION 10 Prioritized Recommendations

1. **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. Use the following chart format to organize your recommendations.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Recommendations** | **Cost**  **Estimate** | **Strategic**  **Initiatives** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |

1. **Explain why the list is prioritized in this way.**

# Appendix A

# ALIGNMENT GRIDS

# Appendix B

# SLO/PLO TIMELINES

# Appendix C

# 6-YEAR CURRICULUM COURSE REVIEW TIMELINE

# APPENDIX D

# CAREER AND TECHNICAL EDUCATION (CTE) SUPPLEMENTAL QUESTIONS

*CTE programs must conduct a full program review every 4 years. The comprehensive program review includes responses to the CTE supplemental questions below. Every two years (once between full program reviews) these supplemental questions must be answered and submitted to Academic Affairs for posting on the College website.*

***Use labor market data, advisory committee input/feedback, and institutional and program-level data to respond to the following questions:***

**1. How strong is the occupational demand for the program?** In your response, describe any changes in demand over the past 5 years and discuss the occupational outlook for next 5 years. Provide applicable labor market data (e.g., US Bureau of Labor Statistics, Employment Development Department) that address state and local needs.

**2. How does the program address needs that are not met by similar programs in the region?** In your response, identify any distinctive components of the program (e.g., curriculum, facilities, resources) and/or describe any unique contributions the program or its students/graduates make to the community served.

**3. What are the completion, success, and employment rates for students in the program?** In your response, identify the standards set by the program and discuss any factors that may impact completion, success, and employment rates among students in the program. Describe the status of any action plans for maintaining/improving rates relative to such benchmarks.

**4. List any licensure/certification exam(s) required for entry into the workforce in the field of study and report the most recent pass rate(s) among program graduates.** In your response, identify any applicable performance benchmarks set by regulatory agencies and describe the status of any action plans for maintaining/improving pass rates relative to such benchmarks.

**5. Are the students satisfied with their preparation for employment? Are the employers in the field satisfied with the level of preparation of program graduates?** Use data from student surveys, employer surveys, and other sources of employment feedback to justify your response.

**6. Is the advisory committee satisfied with the level of preparation of program graduates? How has advisory committee input and feedback been used in the past two years to ensure employer needs are met by the program?** Describe the status and impact of any advisory committee recommendations.

California Education Code 78016 requires that the review process for CTE programs includes the review and comments of a program’s advisory committee. **Provide the following information:**

a. Advisory committee membership list and credentials.

b. Meeting minutes or other documentation to demonstrate that the CTE program review process has met the above Education Code requirement.