EL CAMINO COLLEGE
STUDENT SERVICES
PROGRAM REVIEW TEMPLATE

Program Review

Program review is a tool used by program personnel to critically evaluate the services offered by the program and to recommend necessary improvements that address the needs of the college and the community.

Desired Outcomes

Desired program review outcomes include: a thorough evaluation of the program's effectiveness using quantitative and qualitative data; recommendations for program improvement (or if appropriate program discontinuance); and placement of the recommendations into the program's annual plan.

Program Description

1. Describe the program emphasizing the program's objectives and how the program supports the college's mission and vision statements, strategic initiatives, and core competencies.

2. Describe the student population served by the program using available data.

3. What happens after students participate in the program's activities? If applicable, address whether students are successful in meeting their educational goals.

4. List notable achievements that were linked to the College's Strategic Initiatives that have occurred since the last program review.

5. What prior program review recommendations were not implemented, if any, and why? What was the impact on the program and the students?

Service Area Outcomes (SAO)

1. Describe how program personnel are engaged in the creation, discussion, and review of SAO - statements, assessment results, and reports.

2. How does the program ensure that SAO's are assessed consistently?

3. Have the SAO assessment results indicated the need to change or modify components of the program? If so, were the changes implemented?

Program Improvement

Explain what changes need to be considered to improve the program.

1. What activities has the program engaged in to improve services to students?

2. How have program personnel used metrics to improve program services? (Provide metrics from the last four years).

3. If applicable, explain any patterns in student success, retention, and persistence in terms of student characteristics and program objectives and discuss planned responses or changes.

Program Environment

1. Discuss the program environment, including the relationship among program staff and students and involvement with other programs or support areas.

2. Describe the number and type of staff and faculty (include current organizational chart).

3. Describe facilities or equipment needs for the next four years.

4. Describe how well the scheduled hours of availability meet student demand and indicate the specific hours the program operates.

5. Describe the influences that external factors such as state laws, changing demographics, and the characteristics of the students served have on the program and services and how the program addresses these factors.

Conclusions and Recommendations

Present a brief summary of the program's strengths and areas for improvement. List all recommendations in a prioritized manner for subsequent placement into the program's annual plan.

1. Summarize the program's strength and areas that need improvement.

2. List prioritized recommendations. (Provide proposed organizational chart if appropriate).

3. ___ Continue Program

   ___ Discontinue Program (Explain how the program's services could be handled by other services on campus if the program has been declining or is no longer fully utilized.)

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