

Program Review Template (9/26/13)

Program: Academic Strategies

Date Reviewed: 10/24/13

Resubmittal Date: Monday, Dec 2, 2013 4:00 pm

Please use these notes, along with the comments from the other committee members, and your dean when revising this document.

General Comments:

Thank you for using and following the template.

Integrate the Student Success Act as appropriate.

Comparison to other Colleges (as you explained to us) may be helpful where appropriate.

Use tables and or graphs for the data and then add the narrative to explain.

Distinguish the courses from HDEV. How/why are these different?

Please label and clearly label recommendation Sections so they are easy to find as one scrolls through the document. Example: C) Recommendations

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 add a section in the beginning to give the reader a nice "picture of the program including your mission statement, number of courses, number of students. We discussed that the history of the program was important and should be kept in the document.
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.	

2. Analysis of Research Data (include data provided by Institutional Research & Planning)	
a) Provide and analyze the following statistics/data.	Comments
1. Head count of students in the program	Good - Use tables where appropriate
2. Course grade distribution	Add percentages
3. Success rates (Discuss your program's rates in light of the college's success rate standard. Set a standard for your program.)	
4. Retention rates	
5. A comparison of success and retention rates in face-to-face classes with distance education classes	See Chris Gold's comments on her copy of PR that she gave you. More detail on this.
6. Enrollment statistics with section and seat counts and fill rates	
7. Scheduling of courses (day vs. night, days offered, and sequence)	
8. Improvement rates (if applicable)	Add the IT report.
9. Additional data compiled by faculty	
b) List any related recommendations.	Asking IR to track students would become a recommendation.

3. Curriculum 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.	
f) List any related recommendations.	

4. Assessment and Student and Program Learning Outcomes (SLOs & PLOs)	
a) Provide a copy of your alignment grid, which shows how course, program, and institutional learning outcomes are aligned.	I will send this to you after Nov. 8 th when we get the additional SLOs entered into your grid.
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.	
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.	Add more examples or more detail (if possible) of how the reports improved student learning.
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	
g) List any related recommendations.	Pull out all recommendations in these areas and put on the list at the end.

5. Facilities and Equipment

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.	
d) List any related recommendations.	Move the two paragraphs at the end of D to the end of A.

6. Technology and Software

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	
d) List any related recommendations.	

7. Staffing

a) Describe the program's current staffing, including faculty, administration, and classified staff.	
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.	Use \$100,00 as the cost for an instructor

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	Use general term "Instructor" instead of names. In number 3 add ...during the summer.
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recommendation (see Appendix A). Use the following chart format to organize your recommendations.	
b) Explain why the list is prioritized in this way.	Complete this section.