

Comprehensive Program Review

Program Title _____

Lead Contact Person _____

Writing Team _____

Executive Summary

Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees. (1000 word limit)

Program Context

1. **Mission:** Please identify how your program aligns with the college's mission by selecting the appropriate check box(es):

___ Career Technical Education, ___ Basic Skills, ___ Transfer, ___ Lifelong Learning

If your program has a mission statement, include it here.

2. **Articulation:** Describe how your program's articulation may be impacted by changes in curriculum and degree requirements at high schools and 4-year institutions. Describe your efforts to accommodate these changes.
3. **Labor Market:** Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program. CTE programs should identify the dates of their advisory group meetings.

Looking Back

4. **Curricular Changes:** List any significant changes that have occurred in your program's curricular offerings, scheduling, or mode of delivery. Explain the rationale for these changes.
5. **Progress Report:** Provide your responses to all recommendations received on last year's annual plan and report on progress made on previous action plans and toward your 3-year strategic goals.
6. **Impact of resource allocations:** Describe the impact to-date that each new resource (reassigned time, staff, equipment, facilities, research, funding) has had on your program and measures of student success.

Current State of the Program

7. **Productivity (Connection & Entry):**

A. Observation: Describe trends in program and course enrollments, FTES, LOAD and Fill Rates citing quantitative data and specific tables from the data packets.

- B. Evaluation: What changes could be implemented, including changes to course scheduling (times/days/delivery mode/number of sections), marketing, and articulation to improve these trends?

8. Effectiveness (Progress & Completion):

- A. Observation: Describe trends in student success and retention disaggregated by: ethnicity, gender, age, enrollment status, day/evening. Cite quantitative data and specific tables from the data packets.
- B. Observation: For online courses describe any significant differences in the success and retention of students taking online courses compared to face-to-face courses.
- C. Evaluation: Based on these trends, what do you feel are significant factors or barriers influencing student success in your courses and program? What changes could be implemented to improve these trends?

9. Transfer Success: How well does your program prepare students for transfer? Cite specific data.

10. Equity: Examine the demographic characteristics of the students in your program. How is your program contributing to achieving the college's current Student Equity initiatives?

11. SLO Assessment:

- A. Are all course SLOs being systematically assessed at least once/4 years? Describe the coordination of SLO assessment across sections and over time.
- B. Summarize the dialogue that has resulted from these assessments. What are some improvements in your courses that have been implemented through SLO assessment? Cite specific examples.

12. PLO Assessment:

- A. Describe your program's Program Learning Outcomes assessment plan.
- B. Summarize the major findings of your program's PLO assessments. What are some improvements that have been implemented as a result of PLO assessment?

Looking Ahead

13. Strategic action plans:

- A. How will you address the opportunities for improvement that you identified above in Articulation, Labor Market, Productivity, Effectiveness, Transfer, Equity, and PLO Assessment? Identify timelines for implementation, responsible party, resource requirements.

Action Plan	Timeline	Responsible party	Resources required

Resource Requests

14. Reassigned Time:

- A. Identify any reassigned time that is currently allocated to any of your program's faculty. Describe the impact (positive and negative) that this reassigned time has on your program.
- B. If your program has reassigned time, is this time still needed? Explain how the assignment supports the program and/or institutional initiatives.
- C. Include any proposals requesting new or additional reassigned time for your program. Explain how the proposed reassigned time will support the program's goals and/or institutional initiatives. Explain how the program will mitigate the adverse impact resulting from the loss of instructional faculty.
Note: 3 units = 7.5 hours/week

15. Personnel: Describe your program's current and near-future needs for new or replacement faculty or staff. Explain how the position will improve the program and support institutional initiatives. Identify the year in which you anticipate submitting the staffing request.

16. Instructional Equipment:

- A. Provide a list of all equipment needed. In order to be funded, all requests must include: item name, suggested vendor and catalog number, unit price, number of items, and a brief justification/explanation for each item. Please categorize the items as either "new" or "repair/replacement".
- B. Will additional space be needed to accommodate the requested equipment? Will the requested equipment require maintenance agreements and/or support personnel? If so what are the projected costs?

17. Information Technology:

- A. Provide a list of all software and hardware needed. In order to be funded, all requests must include: item name, suggested vendor and catalog number, unit price, number of items, and a brief justification/explanation for each item. Please categorize the items as either "new" or "upgrade".
- B. Will additional space be needed to accommodate the requested equipment? Will the requested equipment require maintenance agreements and/or support personnel? If so what are the projected costs?

18. Facilities: Identify your program's facilities needs (custodial services, maintenance, remodeling, or new construction) and provide a brief explanation/justification. Please identify if the needs address ADA, safety, or utility concerns.

19. Professional Development:

- A. What professional development is needed to strengthen your program's offerings?
- B. How can CIETL support groups of program faculty and/or faculty at large, through workshops and Flex days? Explain how these activities can contribute to program success and/or support institutional plan initiatives?

20. PRIE Research: Identify your program's specific research needs. Explain how the research will contribute to program/student support and/or support institutional plan initiatives.

21. Grant Funding: Describe any projects that your program would like to pursue that are currently unfunded or not fully funded. Explain how such a project would support program needs and align with the college's strategic plans.