Program Review Feedback—Instructional Planning Committee (IPC)

Program Name:	Division:
	Date Reviewed:

Program Review Sections & Standards	Commendations	Recommendations	Comments	ACCJC Exemplary Example
Program Context				
1. Mission - Share how your program contributes to the college, fits into the college's mission, vision, and values, and contributes to the college's Education Master Plan. If your program has a mission statement, you may include it here. What other academic programs and student/academic services does your program engage with? Examples of student/academic services include the Learning Center, Library, STEM Center, SparkPoint, Dream Center, etc. Another example, how does your program fit into any of the College's plans (such as Student Equity and Achievement Program, Technology, Strategic Enrollment, etc.)?	*Provided:* ☐ Mission	*Information Needed:* ☐ Mission		☐
2. Articulation - Are there changes in curriculum or degree requirements at high schools or 4-year institutions that may impact your program? If so, describe the changes and your efforts to accommodate them. If no changes have occurred, please write "no known changes."	*Provided:* ☐ Evidence ☐ Analysis ☐ Impact on program ☐ Efforts to make changes	*Information Needed:* ☐ Evidence ☐ Analysis ☐ Impact on program ☐ Efforts to make changes		☐

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3. Community and Labor Needs - Are there changes in community needs, employment needs, technology, licensing, or accreditation that may affect your program? If so, describe these changes and your efforts to accommodate them. If no changes have occurred, please write "no known changes". CTE programs: identify the dates of your most recent advisory group meeting, its membership, and describe your advisory group's recommendations for your program.	*Provided:* ☐ Community needs ☐ Employment needs ☐ Technology needs ☐ Licensing ☐ Accreditation ☐ Impact on program ☐ CTE: advisory group's meeting dates, membership, and recommendations	*Information Needed:* ☐ Community needs ☐ Employment needs ☐ Technology needs ☐ Licensing ☐ Accreditation ☐ Impact on program ☐ CTE: advisory group's meeting dates, membership, and recommendations	☐ No recommendation or change needed ☐ Not Applicable	☐
Looking Back				
4A. Progress Report—IPC Feedback - Provide your responses to all recommendations received in your last program review cycle.	*Provided:* ☐ Response to all Recommendations (Please note: a response does not necessarily imply that the program review writer agrees with the IPC feedback recommendations.)	*Information Needed:* ☐ Further description of some or all recommendations	☐ No recommendation or change needed ☐ Not Applicable	☐
4B. Progress Report—Prior Program Goals - Provide a summary of the progress you have made on the program goals identified in your last program review.	*Provided:* ☐ Summary of progress	*Information Needed:* ☐ Further description of summary of progress	☐ No recommendation or change needed ☐ Not Applicable	☐
Current State of the Program				

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5A. Program Changes – List any significant changes that have occurred over the prior years in your program's curricular offerings, scheduling, or mode of delivery. Please describe if any changes impacted specific programs of study within your discipline. For decisions made by your department, explain the rationale for these changes. If applicable, how have state policy changes affected your program offerings.	*Provided:* ☐ Identified changes in program ☐ Discussed impact of changes made	*Information Needed:* ☐ More information needed about changes in program ☐ More information needed about impacts of changes	☐ Not applicable	☐
5B. Program of Study Completability – Look at your course offerings in the last program review cycle: was it possible for a student to complete your certificate(s) or degree(s) while only completing courses at Cañada College? If not, was your certificate(s) or degree(s) completable within the District?	*Provided:* ☐ Completability at Cañada College ☐ If not completable at Cañada, then completability within SMCCCD	*Information Needed:* ☐ More information about completability at Cañada College ☐ More information about completability within SMCCCD	☐ Not applicable	☐
5C. Program of Study Maps - Review your discipline's currently listed program(s) of study maps. Are any updates needed? If so, please list the needed changes. (These changes will be forwarded to the PRIE office after the Program Review process is completed, or you may submit changes using the PRIE Data request form.)	*Provided:* ☐ Confirmed program maps are current or provided any needed updates	*Information Needed:* ☐ Confirmation that program maps are current ☐ More information about what changes are needed to existing program maps ☐ Creation of a program map for a new certificate or degree	☐ Not applicable	☐

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6. Enrollment Trends and Changes - Use the data provided by PRIE to examine your enrollments by discipline and courses. Analyze each of the following: ● trends, significant changes, and any disproportionate enrollment impacts in course offerings, ● any disproportionate enrollments of student subpopulations indicated in PRIE data, ● trends in headcount, FTES, and load. Based on your analysis of the data, discuss what you believe is noteworthy. If applicable, describe any other enrollment data that is relevant to your program, such as courses that are part of learning communities. You are welcome to include additional graphs or charts if they help your analysis. For example, has there been a significant increase or drop in FTES or Load? If applicable, consider trends in class cancellation rates and how it might have affected your course offerings. If needed, consider how the pattern of course offerings (times/days/duration/delivery mode/number of sections) affected your enrollment.	*Provided:* ☐ Thorough description of trends and changes in enrollments ☐ Quantitative evidence from PRIE data ☐ Identification of any disproportionate impacts on student subpopulations ☐ Thorough analysis of noteworthy data	*Information Needed:* ☐ Further description of trends and changes in enrollments ☐ More quantitative evidence from PRIE data ☐ Further description of disproportionate impacts on student subpopulations ☐ More analysis of noteworthy data	☐ Not applicable	☐
7A. Current Retention and Success Data - Describe the retention and student success rates in your courses and any disproportionate enrollment impacts using the data provided by PRIE.	*Provided:* ☐ Thorough description of student retention data in courses ☐ Thorough description of student success data in courses ☐ Thorough description of any disproportionate	*Information Needed:* ☐ Further description of student retention data in courses ☐ Further description of student success data in courses	☐ Not applicable	☐

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	impacts on student subpopulations	☐ Further description of any disproportionate impacts		
7B. Online Success - The college has a goal of improving success in online courses. Using the data provided by PRIE, what significant gaps do you see in success between course modalities: asynchronous, synchronous, hybrid, and face-to-face courses? Analyze any disproportionate online course retention and success rates by modality. If your program does not offer online/hybrid courses, please write "not applicable".	*Provided:* ☐ Thorough description of gaps in success between different course modalities ☐ Thorough analysis of any disproportionate rates of retention by modality ☐ Thorough analysis of any disproportionate rates of success by modality	*Information Needed:* ☐ Further description of gaps in success between different course modalities ☐ Further analysis of any disproportionate rates of retention by modality ☐ Further analysis of any disproportionate rates of success by modality	☐ Not applicable	☐
8A. Impact of Resource Applications - Describe the impact to date of previously requested new resources (assignment, equipment, facilities, research, funding) including both approved and non-approved resource requests. What impact have these resources or lack of resources had on your program and measures of student success? Do you notice any disproportionate impact on any student populations? What have you been unable to accomplish due to resource requests that were not approved?	*Provided:* ☐ Thorough description of new resources' impact on program. ☐ Thorough description of impact on students, including any disproportionate impacts ☐ Any negative impacts due to lack of resources	*Information Needed:* ☐ Further description of new resources' impact on program. ☐ Further description of impact on students ☐ Description of negative impacts due to lack of resources	☐ Not applicable	☐

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8B. Impact of Staffing Changes - Describe the impact on your program of any changes in staffing levels (for example, the addition, loss or reassignment of faculty/staff). If no changes have occurred, please write "not applicable".	*Provided:* ☐ Thorough description of staffing changes' impact on program.	*Information Needed:* ☐ Further description of staffing changes' impact on program	☐ Not applicable	☐
9A. SLO Assessment—Compliance - Are all active courses being systematically assessed over a three-year cycle? Refer to the Program's /Department's Three-Year Assessment Plan and describe how the plan is completed across sections and over time.	*Provided:* ☐ Evidence that all active courses are systematically assessed over a 3-year cycle. ☐ Coordination of assessment across sections and time is thorough	*Information Needed:* ☐ Evidence that all active courses are being systematically assessed over a 3-year cycle. ☐ Further description of assessment across sections and time		☐
9B. SLO Assessment – Impact - Summarize the dialogue that has resulted from these course SLO assessments. What specific strategies have you implemented, or plan to implement, based upon the results of your SLO assessment?	*Provided:* ☐ Summary of dialogue strategies ☐ Implemented strategies or plan to implement	*Information Needed:* ☐ Summary dialogue strategies ☐ Implemented strategies or plan to implement		☐
9C. PLO Assessment - Describe your program's Program Learning Outcomes assessment plan using your Program/Department's Three Year Assessment Plan. Summarize the major findings of your PLO assessments. What are some improvements that have been, or can be, implemented as a result of PLO assessment?	*Provided:* ☐ Description of Program/Department's 3-Year assessment plan ☐ Summary of major findings ☐ Improvements that have been and/or can be implemented	*Information Needed:* ☐ Description of Program/Department's 3-Year assessment plan ☐ Summary of major findings ☐ Improvements that have been and/or can be implemented		☐

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10A. Other Instruction and Services - Describe the programs' other instructional offerings (e.g. workshops, orientation) and menu of services (e.g. reference, tutoring). Report on student attendance and usage of these offerings. Are there any disproportionately underserved student populations? What changes could be made to improve these instructional offerings and services and/or improve student utilization?	*Provided:* ☐ Description of instructional offerings and services ☐ Student Usage and Attendance Report ☐ Description of any disproportionately underserved student populations ☐ Changes to be made	*Information Needed:* ☐ Description of instructional offerings and services ☐ Student Usage and Attendance Report ☐ Description of any disproportionately underserved student populations ☐ Changes to be made		☐
10B. Resource and Facility Use - Describe your current usage of resources and facilities. How can your usage of resources or facilities be more effective?	*Provided:* ☐ Description of usage of resources and facilities ☐ Plans for increased effectiveness	*Information Needed:* ☐ Description of usage of resources and facilities ☐ Plans for increased effectiveness		☐
Looking Ahead: Program Planning and Goals				
11A. Improving Enrollment – What changes could be implemented, including changes to course scheduling (times/days/duration/delivery mode/number of sections), curriculum, marketing, and articulation of pathways to improve enrollment, particularly for disproportionately impacted student groups identified in Question 6? If applicable, include plans for faculty recruitment and faculty training.	*Provided:* ☐ Specific and measurable goal(s) for improving enrollment ☐ Action plan for pursuing the goal(s) ☐ Reason given if no goal and action plan were provided for this question	*Information Needed:* ☐ More specific and/or measurable goal(s) for improving enrollment ☐ Action plan for pursuing the goal(s)	☐ Not applicable	☐

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11B. Improving Retention and Success Rates – What changes does your program propose to make to improve student course retention and success, particularly for disproportionately impacted students identified in Question 7? How can the college help you improve student retention and success? Consider course offerings, curricular and/or pedagogical changes. You are encouraged to collaborate with the Director of Equity and/or Faculty Equity Coordinator to develop strategies for addressing equity gaps and to include those here. Examples of possible strategies include trials of new equitable grading strategies, use of OER/ZTC textbooks, surveys to capture student voices and needs in the classroom, new or improved partnerships with student services, and/or plans for faculty recruitment and faculty training.	*Provided:* ☐ Specific and measurable goal(s) for improving course retention rates ☐ Specific and measurable goal(s) for improving course success rates ☐ Goals address disproportionately impacted students ☐ Action plan for pursuing the goals ☐ Reason given if no goal and action plan were provided for this question	*Information Needed:* ☐ More specific and/or measurable goal(s) for improving course retention rates ☐ More specific and/or measurable goal(s) for improving course success rates ☐ Goals address disproportionately impacted students ☐ Action plan for pursuing the goals	☐ Not applicable	☐
11C. Improvements Based on SLOs and PLOs – What specific strategies do you plan to implement, based upon the results of your SLO and PLO assessment, and how do you anticipate those changes will contribute to more equitable outcomes?	*Provided:* ☐ Specific strategies implemented based on SLO and PLO assessment ☐ Discussion of how strategies could contribute to more equitable outcomes ☐ Action plan for implementing the strategies ☐ Reason given if no goal and action plan were provided for this question	*Information Needed:* ☐ Specific strategies implemented based on SLO and PLO assessment ☐ Further discussion of how strategies could contribute to more equitable outcomes ☐ Action plan for implementing the strategies		☐

Overall Commendations:
Overall Recommendations: