Proposal
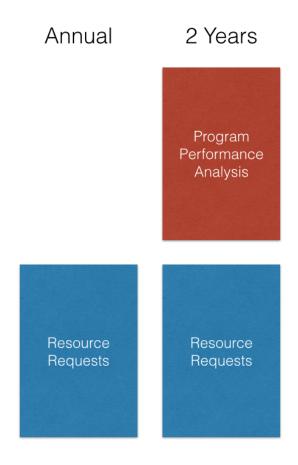
- Eliminate the current Annual Program Plan and 6-year Comprehensive Program Review
- Establish a **Biennial Program Review** (programs will be assigned to even or odd years)
- Resource Requests may be submitted in off-years
- Data packets for all programs will be available every year
- Campus-wide presentations of program reviews will occur on a rotating 6-year basis

Annual   2 Years

Program Performance Analysis

Resource Requests

Resource Requests

Odd Year Review	Even Year Review
Accounting	Anthropology
Art	Astronomy
Biological and Health Sciences	Career
Chemistry	Communication Studies
Computer Business Office Technology	Computer Information Systems
Cooperative Education	Early Childhood Education
Earth Science	Economics
Engineering	English
English as a Second Language	Fashion Design
Health and Human Services	History
Honors Transfer Program	Interior Design
Kinesiology, Athletics and Dance	Latin American Studies
Learning Center	Library
Mathematics	Medical Assisting
Multimedia	Music
Paralegal	Philosophy
Physics	Political Science
Psychology	Radiologic Technology
Sociology	Spanish
Theatre Arts	

Presentation Schedule

2015	2016	2017	2018	2019	2020
ACTG	ANTH	EARTH	ECON	MATH	LIBR
ART	ASTR	ENGR	ENGL	MART	MEDA
BIOL	CRER	ESL	FASH	LEGL	MUS
CHEM	COMM	HMSV	HIST	PHYS	PHIL
CBOT	CIS	HTP	INTD	PSYC	PLSC
COOP	ECE	KAD	LATIN	SOCI	RADT
		LCTR		DRAM	SPAN

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, __ 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. **Community and Labor Needs:** 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 your last program review and report on progress made on previous action plans and toward your strategic goals.

6. **Impact of resource allocations:** Describe the impact to-date that each new resource (staff, non-instructional assignment, equipment, facilities, research, funding) has had on your program and measures of student success.

Current State of the Program

7. **Connection & Entry:**

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

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

8. **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 who are 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 (e.g. in curriculum, pedagogy, scheduling, modality) could be implemented to improve these trends?

9. **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? How has student learning been improved by changes in teaching? Cite specific examples.

10. **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, or can be, implemented as a result of PLO assessment?

Looking Ahead

11. **Strategic goal & action plans:**

   A. How will you address the opportunities for improvement that you identified above in Articulation, Community & Labor Needs, Connection & Entry, Progress & Completion and PLO Assessment? Identify timelines for implementation, responsible party, and resource requirements.

Action Plan	Timeline	Responsible party	Resources required

Resource Requests

12. **Personnel:**

   A. List the current and near-future new or replacement faculty/staff positions that you anticipate requesting. Identify the term or year in which you anticipate submitting the staffing request.

   B. Identify any non-instructional assignments that are currently allocated to any of your program's faculty. Describe the impact (positive and negative) that this reassigned time has on your program.

C. Links to new position requests and non-instructional assignment applications will be included here

13. Instructional Equipment:

A. Provide a list of all equipment needed. In order to be funded, requests must include all the required purchasing information.

Item name	New/Repair/Replacement	Vendor	Catalog number	Unit Price	# Needed	Justification

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?

14. Information Technology:

A. Provide a list of all software and hardware needed. In order to be funded, requests must include all the required purchasing information.

Item name	New/Upgrade	Vendor	Catalog number	Unit Price	# Needed	Justification

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?

15. 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.

16. 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 the college's planning initiatives?

17. 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.

18. 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.