



Annual Program Plan/Review Feedback Form - IPC

Program MEDA-Medical Assisting **Division** Business, Design, Workforce
IPC Member(s) _____ **Date** _____
Reviewers Janet Stringer, Anniqua Rana, Supinda Sirihekaphong **Reviewed** 4/18/14

The purpose of this form is to provide feedback to the Department/Program.

I. Curriculum Offerings	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Status of curriculum updates for all courses.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
2. Status of SLOAC for all courses.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
3. A description of the complete curriculum offering cycle.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
4. A plan for necessary curriculum development.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: No response to previous annual program plan and review was provided.				

II. Program Level Data	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The data is prepared by the Office of Research and Planning and is to be attached to this document. This section should include the following:</i>				
1. Identification of trends on data packets.	Click here to enter text.	Complete	Click here to enter text.	Click here to enter text.
2. Identification of program performance.	Click here to enter text.	Complete	Click here to enter text.	Click here to enter text.



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3. Identification of PLOs (Program Learning Outcomes) assessment plan.	Click here to enter text.	Complete	Click here to enter text.	Click here to enter text.
4. Analysis of PLOs (Program Learning Outcomes) results.	Incomplete	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: TracDat data include grade distribution but no analysis and/or action plans on courses and PLOs. In addition, PLOS are not "educational" learning outcomes. Employment is difficult to track and does not assess student learning.				

III. Action Plan	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: This section should include the following:</i>				
1. Reflections on Department/ Program needs and goals.	Incomplete	Click here to enter text.	Click here to enter text.	Click here to enter text.
2. An action plan for what is to be accomplished for the next year.	Incomplete	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: Missing data. Data included is already complete.				

IVa. Faculty and Staff hiring needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly and with supporting data how it will serve Department/Program/Division/College needs. Information from the most recent comprehensive program should be included.</i>				
1. Justification is consistent with accurate data.	Yes	Yes	Yes	Yes
2. Justification fits Department/Division/College needs.	Yes	Yes	Yes	Yes
Comments/Questions: Clinical assistant and tutor in the Learning Center.				



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IVb. Professional Development needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how it will serve Department/Program/Division/College needs</i>				
Justification is consistent with Department/Program needs.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: None but continued participation in campus Health Fair and department meetings and development of ICD-10 curriculum.				

IVc. Classroom and Instructional Equipment needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs including Item description, Number of Items, Total Cost</i>				
1. Complete source/cost information (item description, suggested vendor, number of items, total cost).	No	No	No	No
2. Justification is consistent with Department/Division/College needs (uses previous program plan information).	Yes	Yes	Yes	Yes
Comments/Questions: Indicated already approved: Four laptops and four adjustable rolling stands				

IVd. Office of Planning, Research & Student Success data needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: None				



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IVe. Facility needs	Incomplete information	Complete information, some analysis	Complete information, analysis	Complete information, analysis, plan
<i>Guidelines: The request should explain clearly how the request will serve Department/Program/Division/College needs.</i>				
Justification is consistent with Department/Division/College needs.	No	Click here to enter text.	Click here to enter text.	Click here to enter text.
Comments/Questions: Building for all CTE programs, might increase/build networking/community opportunities.				

Other/General Comments:
 Overall, the MEDA courses have demonstrated student success and community networking is maintained through the Advisory Committee to ensure that MEDA courses are current. However, the PLO's should be changed to directly assess student learning outcomes with specific assessment tools.

IPC Co-Chair Signature Carol Rhoads Date 4-25-14

VPI Co-Chair Signature [Signature] Date 25-4-2014