Cañada College
Instructional Program Plan Feedback Form

Program Name: Human Services	**Division: BUS**
IPC Member(s) Reviewers: Nick K., Valeria E., and Dave H.	**Date Reviewed: March 20, 2015**

The purpose of this form is to provide feedback on the quality of the program review to the Department/Program.

Instructional Program Plan	Components	Comments, questions, recommendations
Executive Summary		
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☐ strengths ☐ challenges ☐ action plans ☐ innovative, logical, evidence-based	Click here to enter text.
Program Context		
1. **Mission:**		Very thorough and concise.
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.	Provides: ☐ changes at HS, 4-yr colleges ☐ Analysis of impact ☒ Efforts to accommodate changes	Kudos!
3. **Community and Labor Needs:** Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program. CTE programs	Provides: ☐ Evidence of external changes	Click here to enter text.

should identify the dates of their advisory group meetings.	☐ Analysis of impact ☐ Advisory group information	
Instructional Program Plan	**Components**	**Comments, questions, recommendations**
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.	Provides: ☐ description of curricular changes ☐ rationale for these changes	Click here to enter text.
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 strategic goals.	Provides: ☐ responses address recommendations ☐ logical, consistent reasoning ☐ progress on action plans/goals	Progress report did not respond to recommendation for information regarding program performance.
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.	Provides: ☐ Evidence of impact on program ☐ Impact on student success, including learning outcomes ☐ analysis of impact	Click here to enter text.
Current State of the Program		
7. **Connection & Entry:**	Provides:	Click here to enter text.

A. Observation: Describe trends in program and course enrollments, FTES, LOAD and Fill Rates. Cite quantitative data and specific tables from the data packets.	☐ Descriptive summary of data ☐ Analysis of data	
B. Observation: Describe trends in program and course enrollments, FTES, LOAD and Fill Rates. Cite quantitative data and specific tables from the data packets.	Provides: ☐ suggested changes ☐ relation to Strategic Enrollment Plan ☐ logical, consistent reasoning	Click here to enter text.

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Current State of the Program		
8. Progress & Completion: A. Observation: Describe trends in program and course enrollments, FTES, LOAD and Fill Rates. Cite quantitative data and specific tables from the data packets.	Provides: ☐ Descriptive summary of data ☐ Analysis of data	Click here to enter text.
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.	Provides: ☐ Descriptive summary of data ☐ Analysis of data	Click here to enter text.
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	Provides: ☐ Analysis of barriers ☐ suggested changes	Click here to enter text.

curriculum, pedagogy, scheduling, modality) could be implemented to improve these trends?	☐ relation to Student Equity Plan ☐ logical, consistent reasoning	
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.	Provides: ☐ Progress of Course SLO work ☐ Coordination of SLO work described	Click here to enter text.
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.	Provides: ☐ summary of dialogue on SLO results ☐ Analysis of effects on teaching ☐ Impact on student learning ☐ examples of SLO impact	Very thorough analysis. Great job with research and effort to conduct a very thorough assessment.
Instructional Program Plan	**Components**	**Comments, questions, recommendations**
10. PLO Assessment: A. Describe your program's Program Learning Outcomes assessment plan.	Provides: ☐ complete description ☐ logical means of direct and/or indirect assessments	Click here to enter text.
B. Summarize the major findings of your program's PLO assessments. What are some	Provides:	Reword PLO assessment B to clarify if there is time to make an analysis. At first there is no mention of analysis, then go

improvements that have been, or can be, implemented as a result of PLO assessment?	☐ Summary of PLO evidence ☐ Analysis ☐ Impact on program ☐ Examples of changes	on to discuss some. Are the example prior analysis information or current? Unclear and needs clarification.

Looking Ahead

11. Strategic 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, resource requirements.	Provides: ☐ Detailed plan ☐ logical, evidence-based rationale ☐ timeline with responsible party ☐ resource requirements	Click here to enter text.

Overall Comments/Feedback/Suggestions on Instructional Program Plan:

Overall very thorough and detailed. Good job!

Instructional Program Plan	Components	Comments, questions, recommendations
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.	☐ position request ☐ timing ☐ brief explanation of impact on program	Click here to enter text.
B. Identify any reassigned time/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.	☐ complete info ☐ explanation of impact on program	Click here to enter text.
C. Links to new position requests and reassigned time/non-instructional assignment applications will be included here	☐ working links to applications	Click here to enter text.
13. Instructional Equipment: A. Provide a list of all equipment needed. In order to be funded, requests must include all the required purchasing information.	☐ full description ☐ explanation of impact on program	Click here to enter text.
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?	☐ full description ☐ explanation of impact on program	Click here to enter text.
14. Information Technology: A. Provide a list of all software and hardware needed. Include the required purchasing information and/or desired capabilities.	☐ full description ☐ explanation of impact on program	Click here to enter text.

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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?	☐ full description ☐ explanation of impact on program and IT support	Click here to enter text.
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.	☐ description ☐ explanation of impact on program	Click here to enter text.
16. Professional Development: A. What professional development is needed to strengthen your program's offerings?	☐ description ☐ explanation of impact on program	Click here to enter text.
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?	☐ Evidence cited or analysis is clear	Click here to enter text.
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.	☐ full description of data needs ☐ explanation of impact on program	Click here to enter text.
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.	☐ description of projects; new ideas for program improvement ☐ explanation and alignment with college plans	Click here to enter text.

Overall Comments/Feedback/Suggestions on Resource Requests:

Click here to enter text.

IPC Co-Chair Signature   **Date**

VPI Co-Chair Signature   **Date**