

**Cañada College  
Instructional Program Plan Feedback Form**

<b>Program Name: Paralegal</b>	<b>Division: BUS</b>
<b>IPC Member(s) Reviewers: Nick K., Valeria E., and Dave H.</b>	<b>Date Reviewed: March 20, 2015</b>

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
<b><u>Executive Summary</u></b>		
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: <input type="checkbox"/> strengths <input type="checkbox"/> challenges <input type="checkbox"/> action plans <input type="checkbox"/> innovative, logical, evidence-based	Great comment suggesting video recording of flex day activities. Request of coordinator is warranted based on staff need. Should request a full-time coordinator to support staff.
<b><u>Program Context</u></b>		
<b>1. Mission:</b>		Questioning whether Lifelong Learning is applicable
<b>2. Articulation:</b> 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: <input type="checkbox"/> changes at HS, 4-yr colleges <input type="checkbox"/> Analysis of impact <input checked="" type="checkbox"/> Efforts to accommodate changes	Does not provide efforts to accommodate the changes
<b>3. Community and Labor Needs:</b> Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program. CTE programs	Provides: <input type="checkbox"/> Evidence of external changes	Have they looked into online courses to address changes in community needs?

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should identify the dates of their advisory group meetings.	<input type="checkbox"/> Analysis of impact <input type="checkbox"/> Advisory group information	
<b>Instructional Program Plan</b>	<b>Components</b>	<b>Comments, questions, recommendations</b>
<b><u>Looking Back</u></b>		
<b>4. Curricular Changes:</b> 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: <input type="checkbox"/> description of curricular changes <input type="checkbox"/> rationale for these changes	Click here to enter text.
<b>5. Progress Report:</b> 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: <input type="checkbox"/> responses address recommendations <input type="checkbox"/> logical, consistent reasoning <input type="checkbox"/> progress on action plans/goals	Attempt made to find prior recommendations
<b>6. Impact of resource allocations:</b> 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: <input type="checkbox"/> Evidence of impact on program <input type="checkbox"/> Impact on student success, including learning outcomes <input type="checkbox"/> analysis of impact	For IPC purpose, we question if this section should also include "lack" of current resource allocations seeing as though this program doesn't have any new resource allocations.
<b><u>Current State of the Program</u></b>		

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<p><b>7. Connection &amp; Entry:</b></p> <p>A. Observation: Describe trends in program and course enrollments, FTES, LOAD and Fill Rates. Cite quantitative data and specific tables from the data packets.</p>	<p>Provides:</p> <p><input type="checkbox"/> Descriptive summary of data</p> <p><input type="checkbox"/> Analysis of data</p>	<p>They don't include all CTE necessary in the chart that they used (multimedia, business).</p>
<p>B. Observation: Describe trends in program and course enrollments, FTES, LOAD and Fill Rates. Cite quantitative data and specific tables from the data packets.</p>	<p>Provides:</p> <p><input type="checkbox"/> suggested changes</p> <p><input type="checkbox"/> relation to Strategic Enrollment Plan</p> <p><input type="checkbox"/> logical, consistent reasoning</p>	<p>Click here to enter text.</p>
<b>Instructional Program Plan</b>	<b>Components</b>	<b>Comments, questions, recommendations</b>
<p><b><u>Current State of the Program</u></b></p>		
<p><b>8. Progress &amp; Completion:</b></p> <p>A. Observation: Describe trends in program and course enrollments, FTES, LOAD and Fill Rates. Cite quantitative data and specific tables from the data packets.</p>	<p>Provides:</p> <p><input type="checkbox"/> Descriptive summary of data</p> <p><input type="checkbox"/> Analysis of data</p>	<p>Click here to enter text.</p>
<p>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.</p>	<p>Provides:</p> <p><input type="checkbox"/> Descriptive summary of data</p> <p><input type="checkbox"/> Analysis of data</p>	<p>Click here to enter text.</p>
<p>C. Evaluation: Based on these trends, what do you feel are significant factors or barriers influencing student success in your courses</p>	<p>Provides:</p> <p><input type="checkbox"/> Analysis of barriers</p>	<p>Have online courses ever been offered in the past?</p>

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<p>and program? What changes (e.g. in curriculum, pedagogy, scheduling, modality) could be implemented to improve these trends?</p>	<input type="checkbox"/> suggested changes <input type="checkbox"/> relation to Student Equity Plan <input type="checkbox"/> logical, consistent reasoning	
<p><b>9. SLO Assessment:</b>            A. Are all course SLOs being systematically assessed at least once/4 years? Describe the coordination of SLO assessment across sections and over time.</p>	<p>Provides:</p> <input type="checkbox"/> Progress of Course SLO work <input type="checkbox"/> Coordination of SLO work described	<p>Click here to enter text.</p>
<p>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.</p>	<p>Provides:</p> <input type="checkbox"/> summary of dialogue on SLO results <input type="checkbox"/> Analysis of effects on teaching <input type="checkbox"/> Impact on student learning <input type="checkbox"/> examples of SLO impact	<p>Click here to enter text.</p>
<p><b>Instructional Program Plan</b></p>	<p><b>Components</b></p>	<p><b>Comments, questions, recommendations</b></p>
<p><b>10. PLO Assessment:</b>            A. Describe your program's Program Learning Outcomes assessment plan.</p>	<p>Provides:</p> <input type="checkbox"/> complete description <input type="checkbox"/> logical means of direct and/or indirect assessments	<p>Click here to enter text.</p>
<p>B. Summarize the major findings of your program's PLO assessments. What are some</p>	<p>Provides:</p>	<p>Click here to enter text.</p>

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improvements that have been, or can be, implemented as a result of PLO assessment?	<input type="checkbox"/> Summary of PLO evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Impact on program <input type="checkbox"/> Examples of changes	
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**Looking Ahead**

<p><b>11. Strategic action plans:</b></p> <p>A. How will you address the opportunities for improvement that you identified above in Articulation, Community &amp; Labor Needs, Connection &amp; Entry, Progress &amp; Completion and PLO Assessment? Identify timelines for implementation, responsible party, resource requirements.</p>	<p>Provides:</p> <input type="checkbox"/> Detailed plan <input type="checkbox"/> logical, evidence-based rationale <input type="checkbox"/> timeline with responsible party <input type="checkbox"/> resource requirements	<p>Click here to enter text.</p>
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**Overall Comments/Feedback/Suggestions on Instructional Program Plan:**

Commending for having a very complete and thorough program review. The executive summary on its own is very complete and concise. Completed by all adjunct members. Recommend addition of coordinator to have outreach and recruitment opportunities for high schools and career centers. Recommend to seek assistance from PRIE. Although time may be an issue, seeking professional development with advancing the technology (Microsoft Excel).

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<b><u>Resource Requests</u></b>		
<b>12. Personnel:</b> 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.	<input type="checkbox"/> position request <input type="checkbox"/> timing <input type="checkbox"/> 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.	<input type="checkbox"/> complete info <input type="checkbox"/> 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	<input type="checkbox"/> working links to applications	Click here to enter text.
<b>13. Instructional Equipment:</b> A. Provide a list of all equipment needed. In order to be funded, requests must include all the required purchasing information.	<input type="checkbox"/> full description <input type="checkbox"/> 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?	<input type="checkbox"/> full description <input type="checkbox"/> explanation of impact on program	Click here to enter text.
<b>14. Information Technology:</b> A. Provide a list of all software and hardware needed. Include the required purchasing information and/or desired capabilities.	<input type="checkbox"/> full description <input type="checkbox"/> explanation of impact on program	Click here to enter text.

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<p>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?</p>	<p><input type="checkbox"/> full description</p> <p><input type="checkbox"/> explanation of impact on program and IT support</p>	<p>Click here to enter text.</p>
<p><b>15. Facilities:</b> 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.</p>	<p><input type="checkbox"/> description</p> <p><input type="checkbox"/> explanation of impact on program</p>	<p>Click here to enter text.</p>
<p><b>16. Professional Development:</b> A. What professional development is needed to strengthen your program's offerings?</p>	<p><input type="checkbox"/> description</p> <p><input type="checkbox"/> explanation of impact on program</p>	<p>Click here to enter text.</p>
<p>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?</p>	<p><input type="checkbox"/> Evidence cited or analysis is clear</p>	<p>Click here to enter text.</p>
<p><b>17. PRIE Research:</b> Identify your program's specific research needs. Explain how the research will contribute to program/student support and/or support institutional plan initiatives.</p>	<p><input type="checkbox"/> full description of data needs</p> <p><input type="checkbox"/> explanation of impact on program</p>	<p>Click here to enter text.</p>
<p><b>18. Funding:</b> 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.</p>	<p><input type="checkbox"/> description of projects; new ideas for program improvement</p> <p><input type="checkbox"/> explanation and alignment with college plans</p>	<p>Click here to enter text.</p>

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**Overall Comments/Feedback/Suggestions on Resource Requests:**

[Click here to enter text.](#)

**IPC Co-Chair Signature**

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**Date**

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**VPI Co-Chair Signature**

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**Date**

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