

Assessment: Unit Plan

CAN Program Review (Administrative) - Office of Planning, Research, Innovation, & Effectiveness (Odd Year)

Program Review Narratives

2018-2019

Administrative Program Review (APR)

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Executive Summary

0. Executive Summary: Highlights of the PRIE accomplishments:

- Enhance and improve program review data packets for academic programs as well as student services programs
- Establish data dashboard for data democracy and create culture of inquiry: received RP Award Excellence in College Research 2016
- Support college's planning process and monitor the progresses of college's plans
- Establish and create Assessment Handbook, Assessment Coach (Teaching, Learning, and Assessment Coaches) to monitor the assessment process
- Collaborate with ACES on progressional development related to research and data

Program Context

1. Mission: PRIE's mission is to support all planning, research, program review, assessment, and accreditation to ensure continuing quality and effectiveness in academic and student service programs, as well as administrative services, in a manner that supports institutional innovation and student success.

2. Program Description:

- Oversee the ongoing development and implementation of the College strategic plan by ensuring the development of meaningful objectives and consistently reporting the outcomes;
- Provide leadership in the development of policies and procedures for planning and research;
- Coordinate a systematic and integrated institutional planning process that is aligned with accreditation, the campus strategic and master plans, and other planning related requirements;
- Compile, analyze, and maintain statistical and other data for reports related to institutional effectiveness including: student equity, enrollment, demographics, productivity, student success, retention, persistence and transfer rates, and provide reports as assigned; coordinate timely responses to surveys and reports required by external agencies and other ongoing College efforts to measure its effectiveness;
- Provide consultation, support and technical assistance on specific research and grant projects for divisions, department programs, governance committees and individual faculty;
- Provide facilitative leadership in academic, support and administrative assessment and continuous improvement efforts;
- Provide leadership in the preparation and the management of response efforts related to accreditation as required by the ACCJC.

3. Community & Labor Needs: PRIE adjusts its priorities based on the needs of College and District leadership as they seek to address changing requirements from the local community, State, ACCJC, and other external agencies.

Looking Back

- 4. Major Accomplishments:**
1. Improved Program Review Data Reports/Packets including equity aspect based on the requests of Academic Senate and ACES.
 2. Established IRB process and procedure.
 3. Developed research request form and established process.
 4. Improved Data Dashboard performance and training (creating new Power BI dashboards).
 5. Supported improvement in integrating planning and budgeting as a result of FCMAT and IEPI recommendations (2016-18). Facilitated the adoption of TracDat (instead of SPOL) for data collection during the Program Review process and the implementation of a new planning and budgeting timeline.
 6. Improved assessment reports (SLO, PLO in programs, PLO in degrees, PLO in certificates, ILO) and Assessment Handbook.

7. Supported English and math departments as they address requirements of AB 705.
8. Collaborated with ACES to contribute to Culture of Inquiry (on-going)
9. Leading college-wide effort to prepare 2019 Institutional Self-Evaluation Report (ISER) - on-going.
10. Organized and established the EMP process to create the Educational Master Plan 2017-2022.
11. Collaborated with District and other college PRIE offices to implement the new SAP data analysis and reporting tool.
12. Supported GANAS, ESO Adelante, and A2B grant implementation, reporting, and evaluation.
13. Supported college-wide inquiry to inform Guided Pathways planning processes.

5. Impact of Resource Applications: PRIE received no additional resources in the prior year.

Current State of the Program

6A. State of the Program - Observation: The PRIE Office of 3 staff is effectively responding to all research requests on time. Office staff is leading or facilitating accreditation, program review, guided pathways planning, external grant reporting, the implementation of AB 705, enrollment management and strategic planning processes.

6B. State of the Program - Evaluation: PRIE's Data Request processes and resulting data tracking reveal on-time response and customer satisfaction with the integrity of services and information provided.

7A. SAO Assessment Plan: 1. Continue to monitor PRIE's Data Request system to maintain effective response times and ensure quality results.

2. Administer a survey to college constituencies who utilize and interact with the PRIE Office to assess effectiveness of services.

7B. SAO Assessment Results & Impact: Evidence of Impact:

Flex Day Workshops on Accreditation, Program Review, and Guided Pathways during the past year received favorable evaluations.

PRIE staff have provided support to all Divisions on program review 2016-18 and received positive feedback from Division administrators.

NOTE: The PRIE Office has been in transition since the departure of Dean Hsieh in June, 2017. The PRIE Team will create a new assessment tool and plan for assessing SAO's during the coming cycle.

Looking Ahead

8. Program Improvement Initiatives: 1. Our team needs (and has plans to obtain) training in the new SAP tool.

2. Update our SAO assessment tool and implement in the coming cycle.

Program Review Narrative Status: Complete

President/VP Program Review Narrative Feedback:

Objective: Successful Accreditation Re-Affirmation

Lead the College through a successful ISER submittal and Accreditation Visit in 2019

Objective Status: 1 - New (PR)

Objective Year: 2019-2020

Estimated Start Date: 10/29/2018

Estimated Completion Date: 10/01/2019

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of, reflect, and enrich our diverse and vibrant local community., Organizational Development - Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote equitable, inclusive, and transformative learning.

Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success, District Goal #2 - Establish And Expand Relationships With School Districts, 4-year College Partners, And Community-based Organizations To Increase Higher Education Attainment In San Mateo County, District Goal #3 - Increase Program Delivery Options, Including the Expanded Use of Instructional Technology, to Support Student Learning and Success, District Goal #4 - Ensure Necessary Resources Are Available To Implement This Strategic Plan Through Sound Fiscal Planning And Management Of Allocations. Protect Community-supported Status And Undertake The Development Of Innovative Sources Of Revenue That Support Educational Programs Beyond That Which Is Available From Community And State Allocations.

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Objective: Effective Program Review Process

Lead and help facilitate an effective program review process that information college-wide planning, priority-setting, and resource allocations aligned to the College mission.

Objective Status: 2 - Continuing (PR)

Objective Year: 2019-2020, 2020-2021

Estimated Start Date: 08/13/2018

Estimated Completion Date: 06/03/2019

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of, reflect, and enrich our diverse and vibrant local community., Organizational Development - Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote equitable, inclusive, and transformative learning.

Please select the district goals with which this objective aligns.: District Goal #4 - Ensure Necessary Resources Are Available To Implement This Strategic Plan Through Sound Fiscal Planning And Management Of Allocations. Protect Community-supported Status And Undertake The Development Of Innovative Sources Of Revenue That Support Educational Programs Beyond That Which Is Available From Community And State Allocations.

Objective: Effective grant implementation and reporting

Lead grant annual reporting and provide data analysis for continuous improvement of grant-related programs. Collect data and provide analysis that helps inform how to increase student participation and increase program quality and effectiveness. Create program assessment tools like surveys and focus group protocols.

Objective Status: 2 - Continuing (PR)

Objective Year: 2019-2020, 2020-2021

Estimated Start Date: 08/01/2018

Estimated Completion Date: 08/01/2020

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Organizational Development - Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote equitable, inclusive, and transformative learning.

Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success

Objective: Guided Pathways

Facilitate and support the effective inquiry, planning, and implementation of program improvements and process changes involved in implementing state-mandated guided pathways, including AB 705.

Objective Status: 1 - New (PR)

Objective Year: 2019-2020, 2021-2022

Estimated Start Date: 10/01/2018

Estimated Completion Date: 10/01/2020

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of, reflect, and enrich our diverse and vibrant local community., Organizational Development - Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote equitable, inclusive, and transformative learning.

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