Administrative Planning Committee Annual Program Plan/Review Assessment

Program Name: Office of Instruction	APC Member(s) Reviewers: Karen Engel, PRIE

The purpose of this form is to provide feedback on the quality of the program review to the Program Review author(s)

Administrative Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	ACCJC Exemplary Check
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☐ Summary of strengths ☐ Summary of challenges ☐ Summary of action plans ☐ Thorough summary	Information needed: ☐ Summary of strengths ☑ Summary of challenges ☑ Summary of action plans ☑ Thorough summary	Exec Summary does not summarize the entire PR	☐
Program Context				
1. Mission:				
2. Program Description	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☑ Evidence ☐ Analysis ☑ Impact on students ☐ Efforts to make changes	Good list of regular roles and activities.	☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☐ Community needs ☐ Employment needs ☐ Technology needs ☐ Licensing ☐ Accreditation ☐ Impact on program	Information needed: ☑ Community needs ☑ Employment needs ☐ Technology needs ☐ Licensing ☐ Accreditation ☑ Impact on program	☐ No recommendation or change needed ☐ Not applicable It's not clear how the Office is addressing changes in community needs, etc. Strong Workforce not mentioned. Shifts in Adult Ed not mentioned. Dual enrollment?	☐
Looking Back				
4. Describe **major accomplishments**	Provides: ☑ Evidence ☐ Analysis ☐ Impact on students	Information needed: ☐ Evidence ☐ Analysis ☑ Impact on students	Why are marketing activities listed here?	☐

		☐ Efforts to make changes	☐ Efforts to make changes		
5.	**Impact of Resources 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 or client satisfaction.	Provides: ☐ Thorough description of new resources' impact on program ☐ Thorough description of impact on students ☐ Efforts to make changes ☐ Efforts to make changes	Information needed: ☑ Further description of new resources' impact on program ☐ Further description of impact on students ☐ Efforts to make changes	☐ Not Applicable	☐

Administrative Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	☑ No recommendation or change needed	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☑ Evidence ☑ Analysis ☑ Impact on students ☑ Efforts to make changes	☐ No recommendation or change needed Right now this section reads like goals, not an evaluation of the program	☐
7A. Service Area Outcomes (SAOs) Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☑ Evidence ☑ Analysis ☑ Impact on students ☑ Efforts to make changes	☐ No recommendation or change needed SAO's look ok but assessment plan does not match or make sense.	☐
7B. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments. What are some improvements that have been, or can be, implemented as a result of SAO assessment?	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☑ Evidence ☑ Analysis ☑ Impact on students ☑ Efforts to make changes	☐ No recommendation or change needed Missing?	☐
Looking Ahead (at SPOL Planning Module)				

	Provided:	Information needed:		
8. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	☐ Thorough description of action plans	☑ Further description of action plans	☐ No recommendation or change needed KAD not mentioned A lot of these activities look like they are old or completed a few years ago	☐
9. Personnel request: See SPOL for details	Not review by APC	Not review by APC	☐ No recommendation or change needed	☐
10. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	Provided: ☐ Thorough description of action plans	Information needed: ☐ Further description of action plans	☐ No recommendation or change needed	☐

Overall Commendations:

The Office of Instruction has a great many roles and responsibilities, many of them are listed here. The challenges the Office faces are clear.

Overall Recommendations:

The strategic plans and objectives for the Office still need to be updated (perhaps some were copied or inadvertently left in from an older review?). For example, KAD is not mentioned in the Looking Forward section. Nor are clear goals for dual enrollment, online instruction, and a number of our strategic initiatives and Guided Pathways reform efforts…

The grants received last year are great – how are they aligned with the other strategic priorities for the college? How are we measuring impact on students or programs?

Objectives seem outdated and/or vague.

Overall Program Effectiveness:

- ☐ Highly effective
- ☐ Effective
- ☐ Needs program improvement

Program Review needs corrections….

Approval Process is embedded in SPOL (Approval from APC and president)

Administrative Planning Committee Annual Program Plan/Review Assessment

Program Name: Office of Instruction	APC Member(s) Reviewers: Megan Rodriguez Antone

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Administrative Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Executive Summary				
Please summarize your program's strengths, opportunities/challenges, and action plans. This information will be presented to the Board of Trustees.	Provides: ☑ Summary of strengths ☑ Summary of challenges ☑ Summary of action plans ☑ Thorough summary	Information needed: ☐ Summary of strengths ☐ Summary of challenges ☐ Summary of action plans ☐ Thorough summary		☐
Program Context				
1. Mission:				
2. Program Description	Provides: ☑ Evidence ☑ Analysis ☑ Impact on students ☑ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes		☐
3. **Community and Labor Needs**: Describe how changes in community needs, employment needs, technology, licensing, or accreditation affect your program.	Provides: ☑ Community needs ☑ Employment needs ☑ Technology needs ☐ Licensing ☑ Accreditation ☑ Impact on program	Information needed: ☐ Community needs ☐ Employment needs ☐ Technology needs ☐ Licensing ☐ Accreditation ☐ Impact on program	☐ No recommendation or change needed ☐ Not applicable	☐
Looking Back				
4. Describe **major accomplishments**	Provides: ☑ Evidence ☑ Analysis ☑ Impact on students ☑ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	It appears that the marketing accomplishments were carried over from a previous program review. Suggestion to remove for future program review	☐
5. **Impact of Resources Allocations:** Describe the impact to date that each new resource (staff, non-instructional assignment, equipment,	Provides: ☐ Thorough description of new resources' impact on program	Information needed: ☑ Further description of new resources' impact on program	☐ Not Applicable Suggestion to include "refer to grant detail under	☐

| facilities, research, funding) has had on your program and measures of student success or client satisfaction. | ☐ Thorough description of impact on students
☐ Efforts to make changes
☐ Efforts to make changes | ☐ Further description of impact on students
☐ Efforts to make changes | Major Accomplishments" to provide detail of what the $1m in grants entailed. This is an impressive accomplishment! | |

Administrative Program Review	Performance Level			
	Commendations	**Recommendations**	**Comments**	**ACCJC Exemplary Check**
Current State of the Program				
6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☑ Evidence ☑ Analysis ☑ Impact on students ☑ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	☐ No recommendation or change needed Suggestion to remove Brand/Style. This is a part of Marketing and was from a previous program review.	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☑ Evidence ☑ Analysis ☑ Impact on students ☑ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	☐ No recommendation or change needed Suggestion to remove Brand/Style. This is a part of Marketing and was from a previous program review.	☐
7A. Service Area Outcomes (SAOs) Assessment Plan: Describe your program's SAO Assessment Plan.	Provides: ☑ Evidence ☑ Analysis ☑ Impact on students ☑ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	☐ No recommendation or change needed	☐

7B. SAO Assessment Results and Impact: Summarize the findings of your program's SAO Assessments. What are some improvements that have been, or can be, implemented as a result of SAO assessment?	Provides: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes	☑ No recommendation or change needed	☐
Looking Ahead (at SPOL Planning Module)				
8. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	Provided: ☑ Thorough description of action plans	Information needed: ☐ Further description of action plans	☐ No recommendation or change needed Many of the action items appear to be from a previous program review. Suggestion to remove 2016 items.	☐
9. Personnel request: See SPOL for details	Not review by APC	Not review by APC	☐ No recommendation or change needed	☐
10. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	Provided: ☐ Thorough description of action plans	Information needed: ☐ Further description of action plans	☐ No recommendation or change needed	☐

Overall Commendations:

Great work and congratulations on securing $1M in grants for our institution!

Overall Recommendations:

It appears that portions of previous program reviews were left in this year's submission. Suggestion to remove mentions of marketing and branding as the initiatives fall under a different division.

Overall Program Effectiveness:
- ☐ Highly effective
- ☐ Effective
- ☐ Needs program improvement

Approval Process is embedded in SPOL (Approval from APC and president)

Administrative Planning Committee Annual Program Plan/Review Assessment

Program Name: Office of Instruction	APC Member(s) Reviewers: Graciano Mendoza

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Looking Back				
4. Describe **major accomplishments**	Provides: ☑ Evidence ☑ Analysis ☑ Impact on students ☑ Efforts to make changes	Information needed: ☐ Evidence ☐ Analysis ☐ Impact on students ☐ Efforts to make changes		☐
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6A. State of the Program—Observation: Describe the current state of the program (include strengths and challenges)	Provides: ☐ Evidence ☑ Analysis ☐ Impact on students ☑ Efforts to make changes	Information needed: ☑ Evidence ☐ Analysis ☑ Impact on students ☐ Efforts to make changes	☐ No recommendation or change needed	☐
6B. State of Program—Evaluation: What changes could be implemented to improve your program?	Provides: ☐ Evidence ☑ Analysis ☐ Impact on students ☑ Efforts to make changes	Information needed: ☑ Evidence ☐ Analysis ☑ Impact on students ☐ Efforts to make changes	☐ No recommendation or change needed	☐
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<u>**Looking Ahead (at SPOL Planning Module)**</u>				
8. Strategic Action Plans: Use this objective to describe the action plans that your program intends to implement. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.	Provided: ☐ Thorough description of action plans	Information needed: ☑ Further description of action plans	☐ No recommendation or change needed	☐
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10. Equipment, technology, and facilities requests: Use this objective to request supplies, equipment, technology or facilities improvements.	Provided: ☑ Thorough description of action plans	Information needed: ☐ Further description of action plans	☐ No recommendation or change needed	☐

Overall Commendations:

Good summary. Additional data would provide further context and strengthen conclusions.

Overall Recommendations:

Overall Program Effectiveness:
- ☐ Highly effective
- ☐ Effective
- ☐ Needs program improvement

Approval Process is embedded in SPOL (Approval from APC and president)