

PROGRAM REVIEW MODULES AND QUESTIONS

ACADEMIC AFFAIRS AREA – INSTRUCTIONAL DIVISIONS

Modules and Questions for Instructional Divisions

| Module | Question |
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| 1. Division Purpose | |
| a. Purpose | Describe the purpose of the Division/Program/Service. |
| b. Purpose Alignment | Describe how the stated purpose aligns with the college Mission statement. |
| 2. Effectiveness Assessment & Continuous Process Improvement | |
| a. Improvements in program | Describe the improvements in program practice you have implemented as a result of program review. |
| b. Evaluation of resource allocation | (Table Question) Evaluation of resource allocation. |
| 3. Response to Prior Recommendations | |
| a. PR Recommendations Response | How has the Office / Program / Service addressed the recommendations from the previous program review? Address each recommendation separately. |
| b. Accred. Recommend Response | What has the Office / Program / Service done regarding implementation of relevant accreditation recommendations? |
| 4. Enrollment Trends | Data: http://www.wlac.edu/orp/planning/program_review/pr1314-data.html [See Data Sections 1, 2 and 3.] |
| a. Enrollment Trends | Describe the trends in Enrollment and FTES. Given the data, what are the implications for your division? If relevant, discuss each discipline separately. [See Data Sections 1 and 2.] |
| b. Section Count Trends | Given the data, describe the trend in section counts and average class size. [See Data Section 3.] |
| 5. Students and Student Success | Data: http://www.wlac.edu/orp/planning/program_review/pr1415-data.html [See Data Section 4, 5.] |
| a. Demographic Trends | Based on the demographic trends in enrollment, what are the implications for your Discipline/Program/Service? [See Data Section 4.] |
| b. Success Trends | Given the data, describe the trends in Success Rates and Retention Rates. What are the implications for the Discipline/Program/Service? [See Data Section 5.] |
| c. Success Comparisons | Compare the successful course completion rates of the Discipline(s) in the Division over time and with the college average. If the rate of any of the Discipline(s) is lower than the college average, what factors contribute to the low rate(s)? What strategies, current or planned, address this? If the rate is higher than the college average, what factors contribute |

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| | to the higher rates? |
| d. Equity Gaps | Compare the equity gap in the successful course completion rate(s) in the Discipline(s) over time and with the equity gap of the college over-all. If the equity gap is higher than the college average, what factors contribute to the large gap? What strategies, current or planned, will address this? If the equity gap is lower, what factors contribute to the smaller gap? |
| e. Degree/Cert. Trends | Given the data, describe the trends in Degrees and Certificates awarded. What are the implications for your Discipline/Program/Service? What does the Division do to encourage Certificate and Degree completion? |
| 6. Staffing Trends | Data: http://www.wlac.edu/orp/planning/program_review/pr1415-data.html [See Data Section 6.] |
| a. Staffing Trends | Describe the trends in FTEF. What are the implications for your program? [See Data Section 6.] |
| b. Staffing Levels | Are staffing levels adequate to fulfill the purpose of the Discipline/Program/Service? Explain. |
| 7. Functions and Services, Academic Divisions | |
| a. Function service list | List the functions and services provided by the Office / Program / Service. |
| b. Technology Trends | What are the emerging trends in technology that affect the program? |
| c. Technological Advances | Describe the technological advances that have been implemented to improve and streamline the Discipline/Program/Service. |
| 8. Survey Results | Data: http://www.wlac.edu/orp/research/surveys.html |
| a. Survey Results | Describe the results of relevant surveys (point-of-service surveys, student surveys, staff surveys). |
| b. Survey Results Implications | Discuss the implications of the survey results for the program. |
| 9. Curriculum | Link: ECD - https://ecd.laccd.edu/ Link: Missing/ Out-of-Date Course Outline of Record Report - http://www.wlac.edu/orp/planning/program_review/pr1415-data.html Link: Approved Programs Report - http://www.wlac.edu/orp/planning/program_review/pr1314-data.html |
| a. COR Update: Missing CORs | Missing course outlines of record: Refer to the report of courses with missing CORs, which is posted at the link in the Instructions section. Please describe the steps the division has taken or plans to take to correct the problem. Describe the additional assistance that may be needed to resolve the problem. |
| b. COR Update: Out-of-Date CORs | Out-of-date course outlines of record: Refer to the report of courses with CORs that are out-of-date. Please describe the steps the division has taken or plans to take to correct the problem. |
| c. Course Outline | How does the department determine that classes are taught consistently with the official course outline of record? |
| d. Course Sequence | Are required courses scheduled in appropriate sequence to permit students to complete the program in the prescribed program length? If yes, describe the rationale upon which the sequence is based. If no, what is the plan for alleviating these problems? Explain. |

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| e. Program Relevance, Appropriateness, and Currency | How does your division assure the relevance, appropriateness and currency of each of its programs? Cite each program (degree/certificate program or meaningful grouping of courses) and the student data and environmental scan data that support the assertions. |
| f. Outreach, Online & Hybrid Classes | What outreach, online and hybrid classes has your department offered? How many courses are offered via Distance Education, and for how many has a COR addendum for DE been prepared? What are the benefits and problems associated with outreach, online and hybrid classes? How can the outreach, online and hybrid classes be improved? |
| g. Curriculum Impact | Describe any long term changes or additions to the curriculum that you are exploring, planning or developing. Changes that you plan to initiate in the coming year should be reflected in the Planning Section. |
| h. Degree/ Certificate Changes | (Table Question) List new or changed degrees and certificates that have been approved by the Curriculum Committee during the previous year, or are in the planning stages. |
| 10. Student Learning Outcomes | |
| a. SLO Assessment - Course | Describe how course SLOs were assessed and how faculty were involved in the process in the prior year. |
| b. SLO Course Changes | Based on course SLO assessments in the prior year, what changes to the courses were implemented? |
| c. SLO Program Assessment & Changes | Based on any of the following assessment methods: a. course SLO assessment; b. analysis of course sequencing; c. indirect assessment indicators such as state exams or employer surveys; d. student success data such as retention, success rates, degrees/ certificates awarded what changes to the program are planned or being implemented? |
| d. SLO Assessment & Resource Request | Will these planned changes based on Program SLO assessment necessitate a resource request? |
| e. SLO Faculty Dialogue | How has faculty dialogue regarding assessment results and improvement plans been conducted and documented? |
| 11. Departmental Engagement | |
| a. Interdepartmental Collaboration | What interdepartmental collaboration has your Discipline/Program/ Service been involved in during the past six years? |
| b. Community Connections | What has your Division/ Department/ Program done since the last review to establish connections with schools, institutions, organizations, businesses, and corporations in the community? |
| 12. Professional Development | |
| a. Professional Development Unmet Needs | In order to keep current with new developments in your field, are there areas of unmet professional development needs among faculty in this program? If yes, please describe. |
| b. Committee & Professional Development Activities | (Table) For each regular full-time faculty member in your program, provide the committees in which each person is active, and list the 2 most significant professional development activities engaged in over the last 2 years. Activities may include workshop and conference attendance, courses taken, FTLA, Leadership Institute, etc. Committee roles may include |

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| | chair, secretary, member, etc. |
| 13. Instructional Support: Services and Activities | |
| a. Service Evaluation | (Table) To what extent do you agree or disagree with the following statements? |
| b. Service Eval Disagree | If "Disagree" was answered to any of the above, please explain. |
| c. Catalog, Schedule, Website Impact | What impact do you feel the college catalog, class schedule and college website have on marketing your program/service? Describe your plan for your program or service for working with the institutional marketing personnel in developing informational/promotional materials. |
| 14. Programs Clubs Orgs & Special Activities | |
| a. Club Sponsorship | Does the Discipline/ Program/ Service sponsor a student club or activity? If yes, list the clubs or activities which are designed specifically for students in this program. Describe their significant accomplishments. |
| b. Accomplishments of Students | List any awards, honors, scholarships or other notable accomplishments of students in the program. |
| 15. Facilities | |
| a. Facilities Challenges | List and describe any current facilities challenges (e.g., location, quantity, quality) affecting your division/ department's ability to achieve its goals and meet instructional needs |
| b. Facility Short Term Goals | Specify the division/ department's short term goals (1 year) for facilities improvement and functionality. |
| c. Facility Long Term Goals | Specify the division/ department's long term goals (2-6 years) for facilities improvement and functionality. |
| 16. CTE Programs | |
| a. CTE Programs Offered | Does this Division offer any CTE programs? IF THE ANSWER IS 'NO' SKIP THE SECTION ABOUT CTE PROGRAMS, AND GO ON TO THE PLANNING SECTIONS. |
| b. Labor Market Demand | Review labor market demand. How does your program meet labor market demand? Cite specific examples and sources. |
| c. Advisory Board Membership | Advisory Board Membership. List the member name, company name, title and CTE program for each member. |
| d. Advisory Board Meetings | (Table) Advisory Board Meetings. List the following information for each meeting held in the last year: |
| e. Advisory Board Outcomes | What have been the major outcomes of your advisory board meetings? Of those outcomes, which have been acted upon, and what is your plan of action with regard to other outcomes discussed? |
| f. Assess CTE Student Learning Outcomes | Describe and assess the evidence of students' attainment of intended learning outcomes, as measured by the employment and completion success of its students. [Ed Code 78016(a)(3)] |
| g. CTE Program Accreditation | Is this program subject to approval/accreditation by specialized state, regional, or national accrediting agencies? |
| h. CTE Accreditation Recommendations | Indicate recommendation of the most recent accreditation evaluation of the program and corrective actions taken or planned. Most recent accreditation report and all additional pertinent documentation and explanations should be available on site for consultation. |
| i. Assessment of | Describe how you have assessed the appropriate improvements in |

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| Improvements | student achievement and learning that have occurred as a result of the improved program practice. |
| j. Employer Satisfaction Survey | Based on survey results, provide a brief analysis of employer satisfaction with program graduates. |
| k. Licensure Exam Performance | Provide a brief analysis of student performance on licensure or board exams on first attempt for each program in the Division. |
| 17. Completion | |
| a. Manager Approval | Division Chair/ Program Manager: Fill out your name and date of final approval, save, and submit the program review. |
| b. Participant List | (Table) List people who participated in this Program Review. |

PLANNING SECTION

1. Unit Goal

Unit Goal
Create/Modify Link Impact Finish

Instructions

Create one or more Unit Goals. Complete the entire form for each goal. Usually, divisions and departments have 1 to 5 goals for the coming one to five years. Frame the goals as S.M.A.R.T. goals (Specific, Measurable, Attainable, Realistic, Timely).

Examples of S.M.A.R.T. goals include the following:

- * Applied Technology Division - Increase number of transfer Aviation students.
- * Child Development Program - Provide access to transfer for Child Development students
- * Computer Science Division - Increase the number of degree/certificate awardees
- * Mathematics Division - Increase student success in non-STEM level math classes (such as Statistics).

Unit Goals must align/link with one or more college master plan goals. For more information about the college master plans and their goals, please see: http://www.wlac.edu/masterplan/college_masterplan.html

Choices in the drop-down box for "Goal timeline" include: Less than 1 year; More than 1 year but less than 3 years; or More than 3 years.

Choices in the drop-down box for " Goal Status" include: New; In Progress; or Changed.

Primary measurable objective for each goal - Achievement of each goal is assessed over time. In order to accomplish this, a quantifiable outcome needs to be specified, including both baseline data and target levels. The baseline data is the current level of achievement, and the target level is the quantifiable measure the unit expects to achieve. For example, if a division wanted to increase program completions, the outcome measure might be number of degrees and/or certificates awarded. The baseline level might be the number of degrees awarded in 2011-12, and the target level might be the number of degrees awarded in 5 years.

After the various Planned Actions have been created, go back to the Unit Goal screen and create a Link between each goal the unit and one or more associated action plans designed to implement the goal.

Create/Modify
Create Unit Goal

PROVIDE A FULL DESCRIPTION OF THE GOAL

Unit Goal:

Goal Number:

Description of the Goal:

Goal Initiation Year (YYYY):

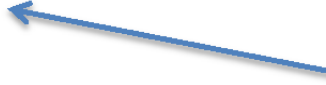
Goal Timeline:

Goal Current Priority:

Describe the primary measurable objective for this goal. This is the measure that will assess the degree to which the goal has been met.:

[The Unit Goal form is continued on the next page.]

Goal Status:



- Goal Status options:
- New
 - In Progress
 - Changed
 - Completed

BASED ON THE REFLECTION AND ASSESSMENT CONDUCTED IN THE PROGRAM REVIEW SECTION

DESCRIBE THE NEED THIS GOAL ADDRESSES

What issues, problems, or opportunities identified in your Program Review will this Goal address?

What SLO assessment / reflection will this Goal address?

WITH WHICH COLLEGE STRATEGIC PLAN GOALS DOES THIS UNIT GOAL ALIGN? AT LEAST ONE COLLEGE GOAL MUST BE CHOSEN

College Goal: Access:

College Goal: Student Learning:

College Goal: Transfer:

College Goal: Career Technical Education:

College Goal: Foundation Skills Program:

College Goal: Diversified Instructional Delivery:

College Goal: Campus Infrastructure:

Responsible Person(s):

THE COLLEGE IS FINALIZING A NEW EDUCATIONAL MASTER PLAN AS YOU ARE COMPLETING PROGRAM REVIEW. IT IS RECOMMENDED THAT YOU CONSULT THE DRAFT EDUCATIONAL MASTER PLAN AT [HTTP://WWW.VLACC.EDU/ORG/PLANNING/PLANNING_COMMITTEE](http://www.vlacc.edu/orgs/planning/planning_committee) MONTHLY AND INDICATE HOW YOUR PLANS, BOTH UNIT GOALS AND ACTION PLANS, ALIGN WITH THE NEW DRAFT STRATEGIC GOALS AND OBJECTIVES:

PLEASE COMPLETE ONE OF THE FOLLOWING SETS OF QUESTIONS DEPENDING ON THE STATUS OF THIS GOAL

1) EVALUATION OF "IN PROGRESS" GOAL

Estimate the % completion of this goal:

Describe the successes has the division/program/service had to date in the accomplishment of this goal:

Describe the challenges has the division/program/service had to date in the accomplishment of this goal:

2) EVALUATION OF "MODIFIED" GOAL

Why was the goal modified?:

3) EVALUATION OF "COMPLETED" GOAL

when was work on the goal completed? (year):

Describe what was done to complete the goal:

Evaluate the effectiveness of implementing the goal. Describe the impact on the division/program/service and on student success that completion of the goal has had.:

What would the division/program/service do differently in the future based on the evaluation of the success in implementing this goal?:

Will completion of this goal lead to developing another goal? if so, describe the new goal:

Save Unit Goal

2. Planned Action

Planned Action

[Create/Modify](#) [Link](#) [Impact](#) [Finish](#)

Instructions

1. Complete a separate Planned Action form for each action that is planned. There may be more than one Planned Action for each Unit Goal, if desired.
2. Link - Click on the Link box in order to create links to Unit Goals and to Resource Requests
 - * Create a link to the Unit Goal that the Planned Action addresses.
 - * After you have created a Resource Request (if needed), link the Resource Request to the appropriate Planned Action.
4. Impact and Finish - It is not necessary to click on these boxes.

Create/Modify

[Create Planned Action](#)

PROVIDE BASIC INFORMATION FOR EACH PLANNED ACTION

Planned Action:

Action Number:

Provide a description of this action. Include the critical steps required to accomplish this action.:

What are the expected measurable results of the Action?:

Action Initiation Year:

Action Priority:

Action Status:

Are additional resources needed by the Division/ Department / Program in order to accomplish the Action?:

[Save Planned Action](#)

- New
- In Progress
- Changed
- Completed

3. Resource Request

Resource Request

Create/Modify — **Link** — **Impact** — **Finish** —

Instructions

Provide detailed information about the requirements for each Resource Request, including the various cost items. Complete more than one Resource Request, as appropriate.

In order to provide accurate information about the cost of Classified positions, refer to the Salary Schedule available here: http://spdev.laccd.edu/Departments/PersonnelCommission/Documents/Salaries/Classified_Salary_08_09_web_ub.pdf

When all the Resource Requests have been created, go back to the Unit Goal section and create Linkages between Goals and Planned Actions, and between Planned Actions and Resource Requests.

The rubric by which Resource Requests are prioritized is available online: http://www.wlac.edu/orp/planning/program_review/Principles-rubric-02-13-13.pdf

The principles include:

- Focus on college Mission and/or Institutional Learning Outcomes
- Focus on various college Master Plan Goals
- Establish sustainable structures and processes consistent with gaining full reaffirmation of accreditation.
- Improve institutional effectiveness through data-informed planning and decision-making, process evaluation, and professional development.
- Safeguard student equity: avoid disproportionate student impacts.
- Enhance alternative revenue opportunities (local fees, foundation, grants, contract education, partnerships, etc.)

Principles related to quality of program review include:

- o Request is linked with a Planned Action, which is linked with a Unit Goal
- o Program Review has documented measures of progress toward achieving the Unit Goal
- o Request is responsive to SLO/PLO/ILO/SAO assessments
- o Request is responsive to other needs identified through program review
- o Program Review has an adequate implementation plan that describes the steps needed to accomplish the Planned Action
- o Resource requested is appropriate to accomplish the Planned Action

Create/Modify

Resource Request

2 Full time Child Development Instructors

Create Resource Request **Delete Resource Request**

PROVIDE A DESCRIPTION OF THE REQUEST

Resource Request:

Provide a description of the Resource Request:

Type of Request:

Funding Type:

Resource Request Priority:

Does this Resource Request meet requirements for health, safety and essential services?:

If yes, cite the requirement details.:

Does this Resource Request meet local, state or federal regulations or other mandates?:

[The Resource Request form is continued on the next page.]

[The Resource Request form is continued from the previous page.]

| | |
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| If yes, cite the relevant Regulations.: | <input type="text"/> |
| Resource Request Status: | Continuing <input type="button" value="v"/> |
| <hr/> | |
| DETAILED COST BREAKDOWN | |
| <hr/> | |
| CERTIFICATED SALARIES (100000) | |
| Position Title: | Child Development Full Time Instructor |
| Class Code: | 0741 |
| Type: | Probationary <input type="button" value="v"/> |
| Total Cost of Certificated Benefits: | <input type="text"/> |
| Total Cost of Certificated Salaries: | <input type="text"/> |
| <hr/> | |
| CLASSIFIED SALARIES (200000) | |
| [FOR PAY RATES, REFER TO THE LINK TO THE SALARY SCHEDULE, WHICH IS AVAILABLE IN THE 'INSTRUCTIONS.'] | |
| Position Title: | <input type="text"/> |
| Class Code: | <input type="text"/> |
| Basis: | <input type="button" value="v"/> |
| Shift: | <input type="button" value="v"/> |
| Permanent or temporary: | <input type="button" value="v"/> |
| Rate: | <input type="text"/> |
| Hours per pay period: | <input type="text"/> |
| Employee Benefits:: | <input type="text"/> |
| <hr/> | |
| UNCLASSIFIED SALARIES (200000) | |
| Assignment: | <input type="button" value="v"/> |
| Rate: | <input type="text"/> |
| Hours per Pay Period: | <input type="text"/> |

[The Resource Request form is continued on the next page.]

[The Resource Request form is continued from the previous page.]

NON-SALARY COSTS

| | |
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| Instructional media materials (Supplies and Printing, 400000): | <input type="text" value="\$1,000"/> |
| Non-instructional supplies (Supplies and Printing, 400000): | <input type="text" value="\$2,000"/> |
| Printing/copying (Supplies and Printing, 400000): | <input type="text" value="\$1,000"/> |
| Equipment (Instructional and non-instructional) (Capital Outlay, 600000): | <input type="text" value="\$2,000"/> |
| Maintenance of equipment)Other Operating Expense, 500000): | <input type="text" value="\$1,000"/> |
| Contracts/personal services (Other Operating Expense, 500000): | <input type="text"/> |
| Alteration and improvement (A & I) (Capital Outlay, 600000): | <input type="text"/> |
| Other Expense:: | <input type="text"/> |
| Other expense GL Account:: | <input type="text"/> |

TOTAL FIRST YEAR COST OF REQUEST (EST.)

Total estimated cost for the first year of the resource request:

ADDITIONAL COMMENTS

Please note all sources for cost information for the Resource Request that serves to justify the estimated expense.:

What are the proposed funding sources?:

Please provide any additional information that was not covered above.:

Resource Request Responsible Person(s):

Save Resource Request

Changes are successfully saved.