

**College Collaborative
Online Program Review**

- Comprehensive
 - Biennial
- Annual Unit Plan

ACADEMIC AFFAIRS

Table of Contents

Section 1. Strategic Planning

- I. Department Mission
 - a. Describe how the department missions statement aligns with college mission statement

Section 2. Review and Assessment

- II. Department Overview - review this section

- a. Response to Demand

Enrollment Trends	FTES Trends
Average Class Size Trends	

- b. Student Demographics – Ethnicity, Age, Gender

- c. Student Outcomes / Achievements

Success Rate	Retention Rate
Degrees and Certificates	Grade Distribution

- d. FTEF

- III. Vocational Programs

- a. Outputs - Labor market demand – links to data sources online

- b. Advisory Board

- i. Advisory Board Member Names
- ii. Dates of meetings
- iii. Minutes from meetings
- iv. Outcomes

- c. Comparable Programs – no unnecessary program replication

- d. Program Accreditation

- i. Status and recommendations
- ii. Student performance on licensure or board exams
- iii. Employer Satisfaction Survey

- e. WIB review and comments (Board requirement)

- IV. Curriculum

- a. Current courses – Section count, enrollment and success rates

- i. Method of instruction
- ii. Off campus/on campus
- iii. Day/evening

- b. Current courses – Title V update status and student learning outcome assessment

- c. Directory of Courses and Programs – District Data base

- d. Proposed New Courses and Course Changes

- e. Course Scheduling

- f. Course Consistency

- g. Course Sequencing
- V. Student Learning Outcomes and Assessment
 - i. Course level
 - ii. Program level
 - iii. Core Competencies Alignment
- b. SLO mapping

- VI. Departmental Engagement
 - a. Standing committees
 - b. Interdepartmental collaboration
 - c. Departmental connections
- VII. Professional Development
- VIII. Support and Activities
 - a. Instructional Support Services
 - b. Student Services, Academic Support and Marketing
 - c. Programs, clubs, organizations, and special activities for students

Section 3. Unit Planning and Budget Prioritization

Much of Resources and Planning and Budget will be replaced with an enhanced PCC software

- IX. Resources: Personnel, Equipment and Facilities
 - a. Faculty, Classified Staff and Student Workers
 - b. Equipment – get from college-level department that records receiving equipment
 - c. Facilities
- X. Planning and Budget
 - a. Expenditures
 - b. Past Planning Goals
 - c. New Departmental Planning Assumptions
 - d. Self-Assessment of Challenges Facing Department
 - e. New Planning Goals
 - f. Proposed Action Plans and Special Projects
 - g. Annual Unit Plan and Budget Request
- XI. Final Summary by Discipline
 - a. Summary of Department Strengths and Weaknesses
 - b. 7 Principles for Good Practice in Undergraduate Education

Section 4. Validation Review

- XII. Deans Review and Recommendations
- XIII. EPC Validation Review
 - a. Membership of review team
 - b. Recommendations and commendations – major findings on strengths and weaknesses
 - c. Ability to have multiple validation teams that could review various aspects of the pr, such as Info Tech review of I.T. requests
 - d. Approval hierarchy (such as shared governance)

Section 5. Process Assessment and Modification

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ADMINISTRATIVE SERVICES

Table of Contents

Section 1. Strategic Planning

- I. Department Mission
 - a. Describe how the department missions statement aligns with college mission statement

Section 2. Review and Assessment

- II. Department Overview - [review this section]
 - a. Response to Demand
 - i. Location, hours
 - ii. Services offered – on-going, added or deleted during cycle
 - iii. Number of participants served
- III. Student Learning and Service Outcomes and Assessment
 - i. Service area outcomes
 - ii. Core Competencies
 - iii. Assessment
- IV. Program Effectiveness
 - a. Student Satisfaction Survey
 - b. Faculty/Staff Program Assessment Survey
- V. Program Outreach
 - a. Standing committees
 - b. Intra-college collaboration
 - c. External connections
- VI. Professional Development Activities

Section 3. Unit Planning and Budget Prioritization

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- VII. Resources: Personnel, Equipment and Facilities
 - a. Personnel / Staffing
 - i. Administrators
 - ii. Classified Staff
 - iii. Student Workers
 - iv. Projected retirements

- b. Equipment – get from college-level department that records receiving equipment
- c. Facilities
- VIII. Planning and Budget**
 - a. Expenditures
 - b. Past Planning Goals
 - c. Service Area Planning Assumptions
 - i. Expected demand
 - ii. Anticipated funding trends
 - iii. Anticipated technological trends
 - iv. Anticipated trends in student needs and/or demographics
 - d. Self-Assessment of Challenges Facing Department
 - e. New Planning Goals
 - f. Proposed Action Plans and Special Projects
 - g. Annual Unit Plan and Budget Request
- IX. Final Summary**
 - a. Program Strengths
 - b. Program Weaknesses
 - c. Additional Comments

Section 4. Validation Review

- X. Deans Review and Recommendations**

Section 5. Process Assessment and Modification

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STUDENT SERVICES

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- I. Department Mission
 - a. Describe how the department missions statement aligns with college mission statement

Section 2. Review and Assessment

- II. Department Overview - [review this section]
 - a. Response to Demand
 - i. Location, hours
 - ii. Services offered – on-going, added or deleted during cycle
 - iii. Number of participants served
 - b. Student Demographics – Ethnicity, Age, Gender
 - c. Student Achievements
 - i. Access – Average Unit Load Comparison
 - ii. Success Rate Comparison
 - iii. Persistence
 - 1. Fall to Spring
 - 2. Fall to Fall
- III. Curriculum (for Counseling)
 - a. Current courses – Section count, enrollment and success rates
 - i. Method of instruction
 - ii. Off campus/on campus
 - iii. Day/evening
 - b. Current courses – Title V update status and student learning outcome assessment
 - c. Directory of Courses and Programs – District Data base
 - d. Proposed New Courses and Course Changes
 - e. Course Scheduling
 - f. Course Consistency
 - g. Course Sequencing
- IV. Student Learning Outcomes and Assessment
 - i. Service area outcomes
 - ii. Core Competencies
 - iii. Assessment
- V. Program Effectiveness

- a. Student Satisfaction Survey
- b. Faculty/Staff Program Assessment Survey
- VI. Program Outreach
 - a. Standing committees
 - b. Intra-college collaboration
 - c. External connections
- VII. Professional Development Activities

Section 3. Unit Planning and Budget Prioritization

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- VIII. Resources: Personnel, Equipment and Facilities
 - a. Personnel
 - b. Equipment – get from college-level department that records receiving equipment
 - c. Facilities
- IX. Planning and Budget
 - a. Expenditures
 - b. Past Planning Goals
 - c. Planning Assumptions
 - d. Self-Assessment of Challenges Facing Department
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Section 4. Validation Review

- XI. Deans Review and Recommendations

Section 5. Process Assessment and Modification

**College Collaborative Program Review Taskforce
Online Program Review
Features**

- I. Single sign on within a college
- II. Ability to upload documents to a document repository
- III. Links to documents? Problems – have to set up separate area for static documents, or else documents might change or be lost
- IV. Reporting functionality – base on the PCC model
 - Report by funding source
 - Type of request
 - Equipment
 - Faculty/staff
 - IT
 - Strategic goals
 - List of actions taken
- V. Annual PR contents
 - Enrollment management data
 - SLO – development, assessment
 - Annual budget request – connected with dept goal, and strategic/ed master plan goals
 - Display college mission statement at top of pr
- VI. Links between SLO assessment and PR goals and activities
- VII. Roll over from year to year
- VIII. College program review software administrator identify:
 - College organizational structure as it relates to program review
 - Courses to include with specialized programs
 - Comprehensive program review elements
 - Biennial program review elements
 - Annual program review elements
- IX. Accreditation linkages
 - Reporting capability
 - Document repository
- X. Work flow for validation and approval process includes email notification of next action required
- XI. Document actions taken as result of program review and SLO assessment

Online Program Review

Campus Administrator Role to Configure College Application

1. Set up campus division, department, program structure for program review completion
 - a. Set up specialized programs, i.e. PACE based on section numbers; IDWG grouping of departments by Dean
2. Set up calendar and deadlines for program review completion
3. Set up approval/ validation review hierarchy
4. Set up individual access authorizations (based on phone list)
5. Set up college planning goals (strategic plan, ed master plan, others)
6. Select optional sections of program review to include in the college document
7. Roll over plans from year to year
8. Input any campus-specific guidelines for people to use in completing the reviews

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