Completing the Forms

Program Review

Instructional Questions

Note: Be sure to enter all the information requested at the top of the Program Review form:
- *Plan Name*
- *Principal Preparer*
- *Progress Report Preparer*

The questions themselves are shown in *italics.* Comments and suggestions follow some questions, in roman type.

1. *Assume the reader doesn't know anything about your program. Please describe your program, including the following:*
   a. *Organization (including staffing and structure)*
   b. *Mission, or primary purpose*
   c. *Whom you serve (including demographics) - Click HERE to view program and college demographics.*
   d. *What kind of services you provide*
   e. *How you provide them (including alternative modes and schedules of delivery: e.g.: online, hybrid, early morning, evening services)*
   f. ***Rubric Item:*** Describe how your curriculum is up-to-date and *Needs-Based. Base the description on surveys, environmental scan data, transfer patterns such as GE, IGETC, CSU, AA-T, or AS-T, accreditation standards, and/or articulation agreements.* Consider the results of your most recent curriculum reviews in this section.
   g. ***Rubric Item:*** *Attach your scheduling matrix to show when courses in your area are offered. Click here for sample!*

2. *What external factors have a significant impact on your program? Please include the following as appropriate:*
   a. *Budgetary constraints or opportunities*
   b. *Competition from other institutions*
   c. *Requirements of four-year institutions*
   d. *Requirements imposed by regulations, policies, standards, and other mandates*
   e. *Job market*
      i) *Requirements of prospective employers*
      ii) *Developments in the field (both current and future)*

3. *Progress on SLOs*
Rubric Item*: Student Learning Outcomes*
   a. *Please summarize the progress your unit has made on program and/or course level SLO measures you have applied since your last program review.*
   b. *Please describe any program/course and/or instructional improvements made by your unit as a result of the outcomes assessment process.*
   c. *What is your plan for continuously completing the assessment cycle?*
   d. *If your program has SAOs, please discuss here.*

4. *Please provide…*
   a. *A list of any quantitative or qualitative measures not provided in question 5 that you have chosen to gauge your program's effectiveness (e.g.: transfers, degrees, certificates, satisfaction, student contacts, student headcount, Perkin's data, etc.)*
   b. *A summary of the results of these measures*
   c. *What did you learn from your evaluation of these measures, and what improvements have you implemented or do you plan to implement as a result of your analysis of these measures?*

COMMENTS AND SUGGESTIONS

- If you would like assistance in developing additional measures of effectiveness, please contact the OIERP as soon as possible, to allow enough time for the office to process your request.

5. *Please discuss your program's performance on each program specific data item as provided by the Office of Research and Planning. If you have already discussed your programs performance on one or more these components then refer to that response here, rather than repeating it..*
   a. *Instructional Program Health Evaluation Rubric (The rubric is available in Blackboard, on the OIERP Web Site, and in the PPR Handbook.)*
      i) **Rubric Item:** *Use the data provided by the OIERP to set a [Course Completion Rate](#) (formally retention) target and provide an explanation for the target that has been set.* **Click [HERE](#) to access your program specific data.**
      ii) **Rubric Item:** *Use the data provided by the OIERP to set a [Course Success Rate](#) target and provide an explanation for the target that has been set.* **Click [HERE](#) to access your program specific data.**
      iii) **Rubric Item:** *What is your [FT/PT Faculty Ratio](#), how is it impacting your program, and student success?* **Click [HERE](#) to access your program specific data.**
      iv) **Rubric Item:** *Use the data provided by the OIERP to set a [WSCH/FTEF Ratio](#) target and provide an explanation for the target that has been set. Based on Faculty dialogue what is a feasible WSCH/FTEF (productivity) target for your area? (Note: 525 may not be a realistic target for your area.)* **Click [HERE](#) to access your program specific data.**
      v) **Rubric Item:** *The [Fill rate](#) target is 80% or higher. Use the data provided by the OIERP and please provide a reason for any deviation from the target. This may involve a discussion around the appropriateness of the cap and how it was set.* **Click [HERE](#) to access your program specific data.**

6. *Based upon and not repeating the descriptions you provided in Question 1 and the responses provided in Questions 2-5, please provide an analysis of what is going well and why and what is not going well and why, in the following areas:*
   o *Representativeness of population served*
   o *Alternative modes and schedules of delivery (e.g.: online, hybrid, early morning, evening services)*
   o *Partnerships (internal and external)*
   o *Innovation and Implementation of best practices*
   o *Efficiency in operations*
   o *Efficiency in resource use*
   o *Staffing*
   o *Participation in shared governance (e.g., do unit members feel they participate effectively in planning and decision-making?)*
   o *Professional development and training*
   o *Compliance with applicable mandates*

7. *Vision and Mission:*
   a. *Tell us your vision: Where would you like your program to be four years from now? Dream big while considering any upcoming changes (e.g.: new buildings, labs, growth, changes in the discipline etc.).*
   b. **Rubric Item** (*Alignment*)**: In what ways does** *your mission and vision align with and contribute to the college's* mission *and* vision*, as specified in the CHC Educational Master Plan?*

COMMENTS AND SUGGESTIONS

As you construct your vision, it might be helpful to think about some of the following questions:

- Imagine your program four years from now in an ideal future. You and your colleagues have done everything you possibly can to make the program excellent. Look around: What do you see?
- Describe the colleagues and partners inside and outside the institution with whom you would like to work in the ideal future.
- In the ideal future, what specific innovations, best practices, or other accomplishments would you share with a visiting out-of-state colleague?
- What long-term impact would you like your program to have on the College and the community?
- What strengths, opportunities, or new directions now exist on which you can capitalize in four years' time?

8. *Briefly summarize the progress your unit has made in meeting the goals and objectives identified in your last* Four-Year Action Plan*.*

9. **Rubric Item:** *Reflect on your responses to all the previous questions. Complete the* Four-Year Action Plan*, entering the specific program goals (*goal rubric*) and objectives (*objective rubric*) you have formulated to maintain or enhance your strengths, or to address identified weaknesses. In writing your objectives and developing your resource requests, take into account student learning and program assessment results. Assign an overall priority to each goal and each objective. In addition, enter any actions and/or resources required to achieve each objective. (Click here to see a definition of* goals*,* objectives*,* actions*, and how they work* together*.)*