*2011-2012 Program Review Form Questions*

*Note: Be sure to enter all the information requested at the top of the Program Review form:*

* *Name of Unit*
* *Name of person preparing document*
* *Date of unit meeting to review document*
* *Reviewer names and positions*

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:*
	1. *Organization (including staffing and structure)*
	2. *Mission, or primary purpose*
	3. *Whom you serve (including demographics and representativeness of population served)*
	4. *What kind of services you provide*
	5. *How you provide them (including alternative modes and schedules of delivery: e.g.: online, hybrid, early morning, evening services)*
2. *What external factors have a significant impact on your program? Please include the following as appropriate:*
	1. *Budgetary constraints or opportunities*
	2. *Service area demographics*
	3. *Requirements of four-year institutions*
	4. *Requirements of prospective employers*
	5. *Job market*
	6. *Developments in the field (both current and future)*
	7. *Competition from other institutions*
	8. *Requirements imposed by regulations, policies, standards, and other mandates*
3. *Progress on SLOs/SAOs*
	1. *Please summarize the progress your unit has made on SLO/SAO measures you have applied since your last program review.*
	2. *Please describe any improvements made by your unit as a result of the outcomes assessment process.*
	3. *What is your plan for continuously completing the assessment cycle?*
4. *Please provide…*
	1. *A list of any quantitative or qualitative measures you have chosen to gauge your program’s effectiveness (e.g.: transfers, degrees, certificates, satisfaction, student contacts, students serviced, Perkin’s data, etc.)*
	2. *A summary of the results of these measures*
	3. *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?
5. *Please discuss your program’s performance on each component of the applicable evaluation rubric (The rubric is available in Blackboard, the ORP Web Site, and in the PPR Handbook). If you have already discussed your programs performance on one or more these components then refer to that response here, rather than repeating it..*
	1. *Instructional Program Health Evaluation Rubric*
		1. *(Student Learning Outcomes are covered in question 3; do not address them here.)*
		2. *Needs-Based Curriculum* (Note: All instructional departments must consider the results of their most recent curriculum reviews in this section.)
		3. *Scheduling Matrix (Attach your scheduling matrix.)*
		4. *Course Completion Rate (formally retention) (Use the data provided by the ORP to set a target and provide an explanation for the target that has been set.)*
		5. *Course Success Rate (Use the data provided by the ORP to set a target and provide an explanation for the target that has been set.)*
		6. *Full-Time/Part-Time Faculty Ratio (The target is 75% or higher. Use the data provided by the ORP and please provide a reason for any deviation from the target.)*
		7. *WSCH/FTEF Ratio (Use the data provided by the ORP to set a target and provide an explanation for the target that has been set.)*
		8. *Fill rate (The target is 80% or higher. Use the data provided by the ORP and please provide a reason for any deviation from the target.)*
		9. *Alignment with CHC Mission, Vision, and Goals (Describe how your mission, vision, and goals align with and contribute to the college’s mission, vision, and goals, as specified in the CHC Educational Master Plan.)*
		10. *(Goals and Objectives are covered in your* Three-Year Action Plan*; do not address them here.)*
	2. *Noninstructional Program Effectiveness Evaluation Rubric*
		1. *(Service Area and/or Student Learning Outcomes are covered in question 3; do not address them here.)*
		2. *Additional Program Effectiveness Measures (Provide at least 2. If additional measures were discussed in question 4, please refer to those here.)*
		3. *Program Effectiveness Criteria (Please be sure to set a target and provide the reasoning for the target that has been set.)*
		4. *Innovation and Service Enhancement*
		5. *Pattern of Service*
		6. *Partnerships (Describe at least 2 external and/or internal partnerships)*
		7. *Alignment with CHC Mission, Vision, and Goals (Describe how your mission, vision, and goals align with and contribute to the college’s mission, vision, and goals, as specified in the CHC Educational Master Plan.)*
		8. *(Goals and Objectives are covered in your* Three-Year Action Plan*; do not address them here.)*
6. *What is going well and why? What is not going well and why? In answering these questions, please include all the areas in the following list, along with any other areas you regard as significant. Please provide a brief analysis of how your unit is performing at serving students on each of the areas listed below.*
* *Representativeness of population served*
* *Alternative modes and schedules of delivery (e.g.: online, hybrid, early morning, evening services)*
* *Partnerships (internal and external)*
* *Implementation of best practices*
* *Efficiency in operations*
* *Efficiency in resource use*
* *Staffing*
* *Participation in shared governance (e.g., do unit members feel they participate effectively in planning and decision-making?)*
* *Professional development and training*
* *Group dynamics (e.g., how well do unit members work together?)*
* *Innovation*
* *Compliance with applicable mandates*
1. *Tell us your vision: Where would you like your program to be three years from now?*
2. *Please provide an update on the unit's progress in meeting the goals and objectives identified in your last* Three-Year Action Plan*.*
3. *Reflect on your responses to all the previous questions. Complete the* Three-Year Action Plan*, entering the specific program goals and objectives you have formulated to maintain or enhance your strengths, or to address identified weaknesses. Assign an overall priority to each goal and each objective. In addition, enter any resources required to achieve each objective.*