**Instructional Questions**

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

* Plan Name
* Prepared by:

1. ***Mission:*** 
   1. *Tell us your unit's mission: Provide a mission statement for your unit that clearly and succinctly describes your unit's purpose, idealistic motivations, and change it hopes to inspire.*
   2. *Alignment with the college Mission:* ***Rubric Item*** *(*[*Mission Alignment*](http://www.craftonhills.edu/about-chc/research-and-planning/planning-and-program-review/documents/pprhyperlinks/rubric1b-missionalignment.pdf)*): The Mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.* ***In what ways does your program advance the mission of the college?***
2. ***Description of Program:*** *Please describe your program, including the following:*
   1. *Organizational Structure and Staffing*
   2. *Describe any activities in addition to instruction that you provide.*
   3. *Describe any alternative modes of instruction and schedules of delivery: e.g.: online, hybrid, early morning, evening services.*
   4. ***Rubric Item:*** *Describe how your curriculum is up-to-date and* [*Needs-Based*](http://www.craftonhills.edu/about-chc/research-and-planning/planning-and-program-review/documents/pprhyperlinks/rubric2d-needsbasedcurriculum.pdf)*. Base the description on surveys, labor market 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.*
   5. ***Rubric Item:*** *Attach your* [*scheduling matrix*](http://www.craftonhills.edu/about-chc/research-and-planning/planning-and-program-review/documents/pprhyperlinks/rubric2e-schedmatrix.pdf) *to show when courses in your area are offered.* [*Click here for sample*](http://www.craftonhills.edu/about-chc/research-and-planning/planning-and-program-review/documents/pprhyperlinks/sched-matrix-example4.xlsx)*!*
3. ***External Factors with Significant Impact:*** *What external factors have a significant impact on your program? Please include the following as appropriate:*
   1. *Budgetary constraints or opportunities*
   2. *Competition from other institutions*
   3. *Requirements of four-year institutions*
   4. *Requirements imposed by regulations, policies, standards, and other mandates*
   5. *Job market*
      1. *Requirements of prospective employers*
      2. *Developments in the field (both current and future)*
4. ***Progress on Outcomes Assessment (Four-Year Question)***

*Refer to the* [*SLO Cloud*](https://craftonhills.edu/slocloud/PSLOSummary) *to evaluate the results from your program level outcomes and to develop actions reflected in your program review action plan (i.e. Question 10).* ***Rubric Item****:* [*Program Learning Outcomes*](http://www.craftonhills.edu/about-chc/research-and-planning/planning-and-program-review/documents/pprhyperlinks/rubric4-plos.pdf)

* 1. *Please summarize Program Level Outcomes (PLO) assessment results. Include a discussion of whether or not the program met its target for each PLO.*
  2. *Please describe any program/course and/or instructional improvements you plan to make as a result of the PLO assessment(s).*
  3. *What objective(s) or action step(s) will you add to Question 10 as a result of the PLO assessment(s)? If none, please explain.*

1. ***Progress on Outcomes Assessment (Annual Question)***

*Refer to the* [*SLO Cloud*](https://craftonhills.edu/slocloud/SLOSummary) *to evaluate the results from your course level Student Learning Outcomes (SLOs) and to develop actions reflected in your program review action plan (i.e. Question 10).*

* 1. *Please summarize course SLO assessment results. Include a discussion of whether or not the program met its target for each course SLO.*
  2. *Please describe any course and/or instructional improvements you plan to make as a result of the course SLO assessment(s).*
  3. *What objective(s) or action step(s) will you add to Question 10 as a result of the SLO assessment(s)? If none, please explain.*

1. ***Unit’s Performance on Institutional Quantitative Effectiveness Indicators:*** *Please discuss your program’s performance on each data item below.* 
   1. *Instructional Program Health Evaluation Rubric*
      1. ***Rubric Item:*** *Use Office of Institutional Effectiveness, Research, and Planning (OIERP) data to set a* [*Course Completion Rate*](http://www.craftonhills.edu/about-chc/research-and-planning/planning-and-program-review/documents/pprhyperlinks/rubric5a1-completion.pdf) *target and provide an explanation for the target that has been set.* ***Click***[***HERE***](https://public.tableau.com/views/PPRCompletionandSuccess/CraftonHillsandSanBernardinoValleyCollegeCompletionandSuccessRates?:embed=y&:display_count=yes&publish=yes&:showVizHome=no)***to access your program specific data.***
      2. ***Rubric Item:*** *Use OIERP data to set a* [*Course Success Rate*](http://www.craftonhills.edu/about-chc/research-and-planning/planning-and-program-review/documents/pprhyperlinks/rubric5a2-success.pdf) *target and provide an explanation for the target that has been set.* ***Click***[***HERE***](https://public.tableau.com/views/PPRCompletionandSuccess/CraftonHillsandSanBernardinoValleyCollegeCompletionandSuccessRates?:embed=y&:display_count=yes&publish=yes&:showVizHome=no)***to access your program specific data.***
      3. ***Rubric Item:*** *What is your* [*FT/PT Faculty Ratio*](http://www.craftonhills.edu/about-chc/research-and-planning/planning-and-program-review/documents/pprhyperlinks/rubric5a3-ftptratio.pdf)*, how is it impacting your program, and student success?* ***Click***[***HERE***](http://www.craftonhills.edu/about-chc/research-and-planning/borg-data-cubes)***to access your program specific data.***
      4. ***Rubric Item:*** *Use OIERP data to set a* [*WSCH/FTEF Ratio*](http://www.craftonhills.edu/about-chc/research-and-planning/planning-and-program-review/documents/pprhyperlinks/rubric5a4-wschftefratio.pdf) *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***](https://public.tableau.com/views/WSCHFTEFRatio/WSCHFTEFRatioDashboard?:embed=y&:display_count=yes&publish=yes&:showVizHome=no)***to access your program specific data.***
      5. ***Rubric Item:*** *The* [*Fill rate*](http://www.craftonhills.edu/about-chc/research-and-planning/planning-and-program-review/documents/pprhyperlinks/rubric5a5-fillrate.pdf) *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***](https://public.tableau.com/views/FillRate_0/FillRateDashboard?:embed=y&:display_count=yes&publish=yes&:showVizHome=no)***to access your program specific data.***
2. ***Other Unit-Specific Quantitative and Qualitative Results:*** 
   1. ***Rubric Item****: How do your* [*program student demographics*](http://www.craftonhills.edu/about-chc/research-and-planning/planning-and-program-review/documents/pprhyperlinks/rubric6a6c-demographics.pdf) *relate to the college demographics? What are the discrepancies? –* ***Click***[***HERE***](http://www.craftonhills.edu/about-chc/research-and-planning/borg-data-cubes)***to view program and college demographics by year.***
   2. *Summarize the results of any quantitative or qualitative measures not provided in the previous question that you have chosen to gauge your program’s effectiveness (e.g.: transfers, degrees, certificates, satisfaction, enrollments, Perkin’s data, equity data, student research experience, student clubs, etc.)* ***Click***[***HERE***](https://public.tableau.com/views/DegreeandCertificateEarners/CraftonHillsandSanBernardinoValleyCollegeDegreesandCertificatesAwarded?:embed=y&:display_count=yes&publish=yes&:showVizHome=no)***to access your program specific data on degrees and certificates.***
   3. *What improvements/changes have you implemented or do you plan to implement as a result of your analysis of the measures illustrated in 6a and 6b?*

*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.

1. ***Evaluation:*** *You have already provided a description and analysis of the program in questions 1-6, please provide an analysis of what is going well/not well and why, in the following areas:*

* *Alternative modes and schedules of delivery (e.g.: online, hybrid, early morning, evening services, etc.)*
* *Partnerships (internal and external)*
* *Innovation and Implementation of best practices*
* *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*
* *Compliance with applicable mandates*

1. ***Vision:*** 
   1. *Tell us your unit's 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.).*
   2. *Alignment with the college Vision:* ***Rubric Item*** *(*[*Vision Alignment*](http://www.craftonhills.edu/about-chc/research-and-planning/planning-and-program-review/documents/pprhyperlinks/rubric8b-visionalignment.pdf)*): The Vision of Crafton Hills College is to be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.* ***In what ways does your program advance and align with the vision of the college?***

*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?

1. ***Progress on Prior Goals:*** *Briefly summarize the progress your unit has made in meeting the goals and objectives identified in your last Four-Year Action Plan.*
2. ***Four-Year Action Plan (Goals, Objectives, Resources, and Actions):***

***Rubric Item:*** *Reflect on your responses to all the previous questions. Complete the* Four-Year Action Plan*, entering the specific program goals (*[*goal rubric*](http://www.craftonhills.edu/about-chc/research-and-planning/planning-and-program-review/documents/pprhyperlinks/rubric10-goals.pdf)*) and objectives (*[*objective rubric*](http://www.craftonhills.edu/about-chc/research-and-planning/planning-and-program-review/documents/pprhyperlinks/rubric10-objectives.pdf)*) 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*](http://www.craftonhills.edu/about-chc/research-and-planning/planning-and-program-review/documents/pprhyperlinks/writinggoals3.pdf)*,* [*objectives*](http://www.craftonhills.edu/about-chc/research-and-planning/planning-and-program-review/documents/pprhyperlinks/writingobjectives2.pdf)*,* [*actions*](http://www.craftonhills.edu/about-chc/research-and-planning/planning-and-program-review/documents/pprhyperlinks/writingaction2.pdf)*, and how they work* [*together*](http://www.craftonhills.edu/about-chc/research-and-planning/planning-and-program-review/documents/pprhyperlinks/goalobjaction2.pdf)*.)*