# 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:*
   1. *Organization (including staffing and structure)*
   2. *Mission, or primary purpose*
   3. *Whom you serve (including demographics)*
   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)*
   6. ***Rubric Item:***[*Needs-Based Curriculum*](http://www.craftonhills.edu/~/media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/PPR%20Hyperlinks/Rubric1F_NeedsBasedCurriculum.pdf) *(e.g.: survey, environmental scan, transfer patterns such as GE, IGETC, CSU, AA-T, or AS-T, accreditation standards, and/or articulation agreement, other bases as applicable)* (Note: All instructional departments must consider the results of their most recent curriculum reviews in this section.)
   7. ***Rubric Item:***[*Scheduling Matrix*](http://www.craftonhills.edu/~/media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/PPR%20Hyperlinks/Rubric1G_SchedMatrix.pdf) *(Attach your scheduling matrix.)* [*Click here for sample!*](http://www.craftonhills.edu/~/media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/PPR%20Hyperlinks/Sched_Matrix_Example2.ashx)
2. *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)*
3. *Progress on SLOs*

***Rubric Item****:* [*Student Learning Outcomes*](http://www.craftonhills.edu/~/media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/PPR%20Hyperlinks/Rubric3_SLOs.pdf)

* 1. *Please summarize the progress your unit has made on program and/or course level SLO measures you have applied since your last program review.*
  2. *Please describe any program/course and/or instructional 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. *If your program has SAOs, please discuss here.*

1. *Outcomes Assessment Reporting – Please use the following tool to report each course or program that was assessed this year, the type of outcome assessed, and the ILO the outcome maps to. In addition, also provide the* [*Five Column Assessment*](http://www.craftonhills.edu/~/media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/SBCCD%20District%20Research/SLOMadeSimple_Final_20110509.pdf) *information in the spaces provided: learning outcomes statement, means of assessment, criteria for success, summary of evidence, and the use of results. Should you prefer, the Five Column Assessment information can be attached as a separate document. Additionally, other supporting documents that you wish to include can also be attached to the outcome.*
2. *Please provide…*
   1. *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.)*
   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?*

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. *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..*
   1. *Instructional Program Health Evaluation Rubric (The rubric is available in Blackboard, on the OIERP Web Site, and in the PPR Handbook.)*
      1. ***Rubric Item:*** [*Course Completion Rate*](http://www.craftonhills.edu/~/media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/PPR%20Hyperlinks/Rubric6A1_Completion.pdf) *(formally retention) (Use the data provided by the OIERP to set a target and provide an explanation for the target that has been set.)*
      2. ***Rubric Item:*** [*Course Success Rate*](http://www.craftonhills.edu/~/media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/PPR%20Hyperlinks/Rubric6A2_Success.pdf) *(Use the data provided by the OIERP to set a target and provide an explanation for the target that has been set.)*
      3. ***Rubric Item:*** [*Full-Time/Part-Time Faculty Ratio*](http://www.craftonhills.edu/~/media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/PPR%20Hyperlinks/Rubric6A3_FTPTRatio.pdf) *(The target is 75% or higher. Use the data provided by the OIERP to provide a reason for any deviation from the target.)*
      4. ***Rubric Item:*** [*WSCH/FTEF Ratio*](http://www.craftonhills.edu/~/media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/PPR%20Hyperlinks/Rubric6A4_WSCHFTEFRatio.pdf) *(Use the data provided by the OIERP to set a target and provide an explanation for the target that has been set.)*
      5. ***Rubric Item:*** [*Fill rate*](http://www.craftonhills.edu/~/media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/PPR%20Hyperlinks/Rubric6A5_FillRate.pdf) *(The 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.)*
2. *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*
* *Innovation*
* *Compliance with applicable mandates*

1. *Vision and Mission:* 
   1. *Tell us your vision: Where would you like your program to be four years from now?*
   2. ***Rubric Item*** *(*[*Alignment*](http://www.craftonhills.edu/~/media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/PPR%20Hyperlinks/Rubric8B_Alignment.pdf)*)****:*** *Describe how your mission from question 1B 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?

1. *Briefly summarize the progress your unit has made in meeting the goals and objectives identified in your last* Four-Year Action Plan*.*
2. ***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/~/media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/PPR%20Hyperlinks/Rubric9_Goals.pdf)*) and objectives (*[*objective rubric*](http://www.craftonhills.edu/~/media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/PPR%20Hyperlinks/Rubric10_Objectives.pdf)*) 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 actions and/or resources required to achieve each objective. (Click here to see a definition of* [*goals*](http://www.craftonhills.edu/~/media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/PPR%20Hyperlinks/WritingGoals3.ashx)*,* [*objectives*](http://www.craftonhills.edu/~/media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/PPR%20Hyperlinks/WritingObjectives2.ashx)*,* [*actions*](http://www.craftonhills.edu/~/media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/PPR%20Hyperlinks/WritingAction2.ashx)*, and how they work* [*together*](http://www.craftonhills.edu/~/media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/PPR%20Hyperlinks/GoalObjAction2.ashx)*.)*