

2018-19 Instructional Program Review

Program Name:

Program Contact:

Academic Year:

Status:

Updated on:

Purpose: The purpose of Program Review is for faculty to reflect on their teaching and learning and to promote student success and equity through critical analysis and careful planning. Each program should look thoroughly at their student success data, learning outcomes assessment data (at the course and program level), and the relevancy of its curricula. The Academic Senate will provide support during Program Review in the form of workshops, guidance documents, and one-on-one mentoring. Faculty should also consult their dean for assistance on their Program Review and Resource Requests.

1. Description of Program

Provide a brief description of the program and how it supports the college's Mission and Values Statements, its Diversity Statement, CSM's and SMCCCD's Strategic Plans, and the college's Educational Master Plan. You may also discuss any factors that have impacted the program and its enrollment. Include changes in student populations, statewide initiatives, transfer requirements, advisory committee recommendations, legal mandates, workforce development and employment opportunities, and community needs.

2. Results of Previous Program Review

- a. Describe the results of your previous Program Review's action plan.
- b. Program coherence and effectiveness: Explain any curriculum changes since last program review, including SLO alignments.
- c. Student success and equity: Discuss what your program has done to address equity gaps between student populations and between modes of delivery (online, hybrid, and face-to-face), describing your successes, works in progress, and/or ongoing challenges.
- d. Provide an update on any long-term plans that are still in progress (if applicable).

3. Current Assessments

- a. **Course and program assessment.** Discuss the results of your program assessment. Explain any strategies, research, initiatives, curriculum development or other activities intended to improve student learning and promote educational equity in your discipline, either at the course or program level.
- b. **General Education / Institutional assessment.** Discuss participation in any General Education, Core Competencies, institutional or interdisciplinary assessment activities.

4. Planning

Describe and prioritize goals and plans to sustain and improve student success and equity (referring to Parts 2 and 3 above):

- a. Provide a brief description, including actions, measurable outcomes, and timelines.
- b. What will your program do to increase student success and promote student equity in the next two years? What kind of professional development and institutional support will be engaged and enacted to meet these goals?
- c. Describe other professional development activities and institutional support and collaborations that would most effectively ensure that the program achieve its goals and plans.

2018-19 CTE Instructional Program Review

Program Name:

Program Contact:

Academic Year:

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- b. **General Education / Institutional assessment.** Discuss participation in any General Education, Core Competencies, institutional or interdisciplinary assessment activities.

4. Career Technical Education

Career Technical Education Data (This information is required by Ed. Code 78016)

- a. State of California Employment Development Department, Labor Market Information Division (the official source for California Labor Market Information):

<http://www.labormarketinfo.edd.ca.gov/geography/lmi-by-county.html>

Employment data (by Program Top Code) from the State Chancellor's Office:

https://misweb.cccco.edu/perkins/Core_Indicator_Reports/Summ_coreIndi_TOPCode.aspx

Explain how the program meets a documented labor market demand.

- b. Summarize student outcomes in terms of degrees and certificates. Identify areas of accomplishments and areas of concern
(<http://collegeofsanmateo.edu/institutionalresearch/degcert.asp>)
- c. Review and update the program's Advisory Committee information. Provide the date of most recent advisory committee meeting.

5. Planning

Describe and prioritize goals and plans to sustain and improve student success and equity (referring to Parts 2, 3, and 4 above):

- a. Provide a brief description, including actions, measurable outcomes, and timelines.
- b. What will your program do to increase student success and promote student equity in the next two years? What kind of professional development and institutional support will be engaged and enacted to meet these goals?
- c. Describe other professional development activities and institutional support and collaborations that would most effectively ensure that the program achieve its goals and plans.

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- d. Provide an update on any long-term plans that are still in progress (if applicable).

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- b. What will your program do to increase student success and promote student equity in the next two years? What kind of professional development and institutional support will be engaged and enacted to meet these goals?
- c. Describe other professional development activities and institutional support and collaborations that would most effectively ensure that the program achieve its goals and plans.

2018-19 Learning Centers Program Review

Program Name:

Program Contact:

Academic Year:

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Updated on:

Purpose: The purpose of Program Review is to reflect on teaching and learning and to promote student success and equity through critical analysis and careful planning. Each center should look thoroughly at their student success data, learning outcomes assessment data (at the course and program level), and the relevancy of its curricula. The Academic Senate will provide support during Program Review in the form of workshops, guidance documents, and one-on-one mentoring. Coordinators should also consult their deans or directors for assistance on their Program Review and Resource Requests.

1. Description of Program

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2. Results of Previous Program Review

- a. Describe the results of your previous Program Review's action plan.
- b. Student success and equity: Discuss what your program has done to address equity gaps between student populations.
- c. Provide an update on any long-term plans that are still in progress (if applicable).

3. Current Assessments

- a. Discuss what your center has done this Program Review cycle to address usage gaps between student populations, describing your successes, works in progress, and/or ongoing challenges. Refer to SARS, PRIE data, and other data sources as appropriate.
- b. Discuss what your center has done this Program Review cycle to address access gaps between modes of delivery (online, hybrid, and face-to-face), describing your successes, works in progress, and/or ongoing challenges.
- c. Center Efficiency Indicators: Is the center efficient in meeting student needs? Discuss center efficiency, including staffing, hours of operation, tutorial and other services, space utilization, equipment, technology, or website, as appropriate.
- d. Reflect on recent assessment results for the center, including SLOs, best practices, and surveys. Identify trends and discuss areas in need of improvement. Specify how assessment informs center development and changes to the center.

4. Planning

Describe and prioritize goals and plans to sustain and improve student success and equity (referring to Parts 2 and 3 above):

- a. Provide a brief description, including actions, measurable outcomes, and timelines.
- b. What will your center do to increase student success and promote student equity in the next two years? What kind of professional development and institutional support will be engaged and enacted to meet these goals?
- c. Describe other professional development activities and institutional support and collaborations that would most effectively ensure that the center achieves its goals and plans.

2018-19 CTE Instructional Program Review

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https://misweb.cccco.edu/perkins/Core_Indicator_Reports/Summ_coreIndi_TOPCode.aspx

Explain how the program meets a documented labor market demand.

- b. Summarize student outcomes in terms of degrees and certificates. Identify areas of accomplishments and areas of concern
(<http://collegeofsanmateo.edu/institutionalresearch/degcert.asp>)
- c. Review and update the program's Advisory Committee information. Provide the date of most recent advisory committee meeting.

5. Planning

Describe and prioritize goals and plans to sustain and improve student success and equity (referring to Parts 2, 3, and 4 above):

- a. Provide a brief description, including actions, measurable outcomes, and timelines.
- b. What will your program do to increase student success and promote student equity in the next two years? What kind of professional development and institutional support will be engaged and enacted to meet these goals?
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2018-19 Student Services Program Review

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3. Assessment

- a. Review student program usage and discuss any differences in student success indicators across demographics. Refer to SARS, Banner, PRIE data, and other data sources as appropriate.
- b. Discuss what your program has done this Program Review cycle to address achievement gaps between student populations, describing your successes, works in progress, and/or ongoing challenges.
- c. Discuss what your program has done this Program Review cycle to address achievement gaps between modes of delivery (online, hybrid, and face-to-face), describing your successes, works in progress, and/or ongoing challenges.

- d. Program Efficiency Indicators: Do we deliver programs efficiently given out resources? Summarize trends in program efficiency. Discuss no-shows, group vs. individual delivery, etc.
- e. Reflect on recent Student Learning Outcomes (SLO) and/or Service Area Outcomes (SAO) assessment results for the program. Identify trends and discuss areas in need of improvement. Specify how SLO/SAO assessment informs program development and changes to the program.

4. Planning

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