Program Review Task Force

February 25, 2015 Meeting Notes Update

At this meeting we reviewed all the components in the Instructional Program Review Narrative Report.

Suggested changes are in the following sections:

* Curriculum
* Assessment
* Instruction
* Student Success

Changes are captured in the document as follows.

LJS

The Instructional Program Review Report

**1. College:**

 **Discipline, Department or Program:**

 **Date:**

 **Members of the Accelerated Instructional Program Review Team:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Narrative Description of the Discipline, Department or Program**:

Please provide a mission statement or a brief general statement of primary goals and

objectives of the discipline, department or program. Include any unique characteristics,

degrees and certificates the program or department currently offers, concerns or trends

affecting the discipline, department or program, and any significant changes anticipated

in the next three years.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.** **Curriculum**:

Please answer the following questions and/or insert your most recent curriculum review report (within the past 3 years) here.

*Curriculum Review Report:*

*Or*

*Questions:*

* Have all of your course outlines been updated in the past three years? If not, list the courses that still need updating and specify when your department will update each one, within the next three years.
* What are the discipline/department’s plans for curriculum improvement (i.e., course to be developed, enhanced, or deactivated)?
* Please list your degrees and/or certificates.
* Recommendations and priorities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Assessment:**

Please answer the following questions and attach the TaskStream “At a Glance” report for your discipline/department for the past three years Please review the “At a Glance” reports and answer the following questions.

*Questions:*

* How does your department ensure that students are aware of the learning outcomes of the courses and instructional programs in which they are enrolled? Where are your discipline’s/department’s course and program SLOs published? (For example: syllabi, catalog, department website, etc. If they are on your department’s website, please include a live link to the page where they can be found)
* What are your course and program level assessment plans for the next three years? Please include the number and/or percent of courses you plan to assess (at least one SLO each) this academic year and each year thereafter for the next two years?

Year 1(this year).

Year 2.

Year 3.

* Briefly describe at least three of the most significant changes/improvements your department made in the past three years as a response to course and program assessment results. Please state the course number or program name and assessment cycle (year) for each example and attach the data from the “Status Report” section of TaskStream for these findings.

Improvement 1.

Improvement 2.

Improvement 3.

* Briefly describe three of the most significant examples of your discipline’s/department’s plans for course and /or program level improvement for the next three years as result of what you learned during the assessment process. Please state the course number or program name and attach the data from the “Assessment Findings and Action Plan” section for each example.

Plan 1.

Plan 2.

Plan 3.

* Describe how assessment results for Distance Education courses and/or programs compare to the results for the corresponding face-to-face classes.
* How do you ensure that Distance Education classes have the same level of rigor as the corresponding face-to-face classes?
* Briefly describe how your discipline/department is maintaining proficiency level (100%) in course and program level assessment?
* Describe your discipline’s/department’s participation in assessment of institutional level outcomes (ILOs).
* How are your course and/or program level outcomes aligned with the institutional level outcomes? Please describe and attach the “Goal Alignment Summary” from TaskStream.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5.** **Instruction:**

* Describe effective and innovative strategies used by faculty to involve students in the learning process.
* How has new technology been used by the department to improve student learning?
* How does the department maintain the integrity and consistency of academic standards?
* Briefly discuss the enrollment trends of your department. Include the following:

1. Overall enrollment trends in the past three years

2. Student demand (or lack thereof) for specific courses.

3. Productivity for the department

3. Salient factors affecting the enrollment and productivity trends you mention above.

* Are courses scheduled in a manner that meets student needs and demands? How do you know?
* Recommendations and priorities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Student Success:**

* Describe student retention and persistence rates in the department for the past three years. How do the department’s retention and persistence rates compare to the college retention and persistence standards?

College retention standard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department retention rates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discussion:

* Describe course completion rates in the department for the past three years. How do the department’s course completion rates compare to the college course completion standard?

College course completion standard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department course completion rates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discussion:

* Which initiatives has the department taken to improve course retention and completion rates? What is planned for the next three years?
* Describe program completion rates in the department for the past three years. How do the department’s program completion rates compare to the college program completion standard?

College program completion standard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department program completion rates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discussion:

* Which initiatives has the department taken to improve program completion rates? What is planned for the next three years?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6.** **Human, Technological, and Physical Resources** **(including equipment and facilities)**

* Describe your current level of staff, including full-time and part-time faculty, classified staff, and other categories of employment.

* Describe your current utilization of facilities and equipment.
* Are the human, technological, and physical resources, including equipment and location, adequate for all the courses offered by your department (or program)?
* What are your key staffing needs for the next three years? Why?
* What are your key technological needs for the next three years? Why?
* What are your key facilities needs for the next three years? Why?
* Describe the professional development needs of your discipline or department.

* Recommendations and priorities.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7.** **Community, Institutional, and Professional Engagement and Partnerships**