The Instructional (Academic Affairs)

Program Review Narrative Report

**1. College: *Berkeley City College***

 **Discipline, Department or Program: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 **Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* (Due by November 1, 2012)**

 **Members of the Instructional Program Review Team: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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

 Please provide a general statement of primary goals and objectives of the discipline, department or program. Include 1) any unique characteristics, degrees and certificates the program or department currently offers; 2) concerns or trends affecting the discipline, department or program, and 3) any significant changes or needs anticipated in the next three years.

*See Attachment for the 2012-2013 Goals of Berkeley City College.*

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

1. Is the curriculum current and effective?  Have course outlines been updated within the last three years?
2. Please indicate how many active courses are in the department inventory.
3. How many of those have been updated in the last 6 years?
4. If courses have not been updated within the last 6 years, what plans are in place to remedy this?
5. Has your department conducted a curriculum review of course outlines? If not, what are the plans to remedy this?
6. What are the department’s plans for curriculum improvement (i.e., courses to be developed, updated, enhanced, or deactivated)? Have prerequisites, co-requisites, and advisories been validated? Is the date of validation on the course outline?
7. What steps has the department taken to incorporate student learning outcomes (SLOs) in the curriculum? Are outcomes set for each course? If not, which courses do not have outcomes?
8. If applicable, describe the efforts to develop outcomes at the program level. In which ways do these outcomes align with the institutional outcomes? (Note: if your department has no certificate or degree offerings and does not offer a course as part of one of the College’s associate degree programs, then skip questions 3.h. and 3.i.)
9. Provide one program level outcome (PLOs), and the assessment tool that will be used to measure the program level outcome this fall 2012 and spring 2013.
10. How are the SLOs and PLOs (if applicable) mapped to the college’s Institutional Learning Outcomes? (See Attachment for copy of the Berkeley City College Institutional Learning Outcomes (ILOs).
11. Recommendations and priorities.

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**4.** **Instruction:**

1. 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?
2. How does the department maintain the integrity and consistency of academic standards within the discipline?
3. Discuss the enrollment trends of your department.  What is the student demand for specific courses?  How do you know? Identify factors that are affecting enrollments.
4. Are courses scheduled in a manner that meets student needs and demand? How do you know?
5. Recommendations and priorities.

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**5. Student Success:**

1. Describe student retention and program completion (degrees, certificates, persistence rates) trends in the department. What initiatives can the department take to improve retention and completion rates?
2. Identify common challenges to learning among your students?  What services are needed for these students to improve their learning?  Describe the department’s efforts to access these services. What are your department’s instructional support needs?
3. Describe the department’s effort to assess student learning at the course level. Describe the efforts to assess student learning at the program level.
4. In which ways has the department used student learning assessment results for improvement?
5. Recommendations and priorities.

*If needed, the following link,(* [*http://web.peralta.edu/indev/research-data/documents/*](http://web.peralta.edu/indev/research-data/documents/%20) *), will take you to more data that you may find helpful as you study the overall efforts and impact of your unit.*

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

1. Describe your current level of staff, including full-time and part-time faculty, classified staff, and other categories of employment.
2. Describe your current use of facilities and equipment.
3. Are the human and physical resources, including equipment and location, adequate for all the courses offered by your department (or program)? What are your key staffing and facilities needs for the next three years? Why?
4. If your department experienced a reduction in resources, describe the impact of that reduction on the overall educational quality of your unit and the College.
5. How does the department plan to sustain the quality of instruction and/or services offered through your department in the current environment of reduced resources?
6. What does the department recommend that the college do to maintain quality educational programs and services?
7. Please provide any other recommendations and priorities.

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**7.** **Community Outreach and Articulation**

***For Career and Technical Education Programs:***

1. Describe the department’s connection with industry.  Is there an Advisory Board or Advisory Committee for the program? If so, how often does it meet? Is the program adequately preparing students for careers in the field?  How do you know?
2. Have students completing the program attained a foundation of technical and career skills? How do you know? What are the completion rates in your program?
3. What are the employment placement rates? Include a description of job titles and salaries. What is the relationship between completion rates and employment rates?

What are the employment projections (numbers of replacement and new positions) for these job titles over the next 10 years using the California Employment Development Department Labor Market Information? (<http://www.labormarketinfo.edd.ca.gov/Content.asp?pageid=1004>.

1. What industry trends are most critical for the future viability of the program?  How do you know? What are the implications of these trends for curriculum development and improvement?

***For transfer programs*:**

1. Describe the department’s efforts in meeting with and collaborating with local 4-year institutions.  Is the program adequately preparing students for upper division course work? How do you know?
2. Has there been a Transfer Model Curriculum identified for your program? Has it been implemented? If not, what are the plans to do so?

***For all instructional programs*:**

1. Describe the department’s efforts to ensure that the curriculum responds to the needs of the constituencies that it serves.
2. Please indicate how many of the full and part time faculty have been evaluated in the last three years. For faculty that have not been evaluated in the last three years, what are your plans to become current with these evaluations?
3. Recommendations and priorities.