Comprehensive Program Review
ORIENTATION

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WORKSHOP OUTCOMES

1. Understand the purpose of program review

2. Understand CPR prompts as they pertain to your program

3. Understand Nuventive Platform

4. Be aware of available support resources

PURPOSE OF COMPREHENSIVE PROGRAM REVIEW

❑ Articulate how your program supports the actualization of the Mission/Vision/Values

❑ Evaluate program effectiveness, particularly its impact on student learning

❑ Forge or refine plans to address areas of improvement
- Instruction: curricular revisions, course sequencing, partnerships
- Student/ Learning Support Services: outreach and how services are provided

❑ Identify and document needed resources to strengthen program effectiveness

❑ Document past efforts, current conditions, and future anticipated changes

MAJOR CHANGES APPROVED IN 2020

- Institutional Effective Committee (IEC) providing ongoing, collegial support

- Dean's role more consistent in being actively engaged

- Two new templates: instruction and student/learning support services
  - Equity integrated throughout the document
  - Student voice component

- Cycle: CPR is a three- semester process

PROGRAM REVIEW INSTRUMENTS

COMPREHENSIVE PROGRAM REVIEW (CPR) EVERY SEVEN YEARS

PROGRAM REVIEW UPDATES (PRU) APPROXIMATELY EVERY TWO YEARS

OPTIONAL ANNUAL RESOURCE REQUEST (ARR)

ADMINISTRATIVE LEADERSHIP UNIT REVIEW (ALUR)

PROGRAM REVIEW SECTIONS

Connection to the College

Current Status

Access

Effectiveness

Key Findings

Goals and Resource Requests

GOAL

Which is the goal for the Art Program?

1) Allocate time during departmental meetings to share and discuss successful online practices and rolls and areas of challenge.

2) Survey students in Art classes to gather input on their online experience and suggestions for improvement

3) Attain certification in the CTTL Quality Online Teaching and Learning (QOTL) Course

4) Increase online retention and student success

Which is the goal for the Outreach Program?

1) Increase number of first-time Latinx students from feeder high schools who enroll at Skyline College

2) Engage prospective students through the Counselor Liaison Program

3) Provide on-site assistance at the high schools

4) Host the La Raza Youth Conference

Which is the goal for the Mathematics Dept.?

1) Analyze first year transfer level math completion longitudinally

2) Create a ZTC hyflex Math 120 Intermediate Algebra curriculum using Canvas and Khan Academy

3) Create a B-STEM pathway that leads Science, Technology, & Health as well as Business, Entrepreneurship, & Management meta-majors through calculus and into career success.

4) Form a community of practice in the hopes of scaling the adoption of the ZTC hyflex curriculum for Math 225

CPR Goals, Implementation Steps, & Measures

| CPR TERM	DEFINITION
Goal	A statement of intended outcomes or results
Implementation Steps	A plan of action over the next couple of years to achieve a goal, ideally including a timeline
Measure(s)	Specific targeted objectives which capture the impact on student learning, student achievement, and/or program effectiveness, and which can be integrated or separate from the goal statement

S.M.A.R.T. GOAL PLANNING

Example of CPR Goals, Implementation Steps, & Measures

S.M.A.R.T. Planning	OUTREACH
Goal	Increase number of first-time Latinx students from feeder high schools who enroll at Skyline College
Implementation Steps	• Engage prospective students through the Counselor Liaison Program • Provide on-site assistance at the high schools • Host the La Raza Youth Conference
Measure(s)	See an increase by _____ in the number of first-time Latinx students from feeder high schools who enroll after applying by _____.

"Integrated planning is **a sustainable approach to planning that builds relationships, aligns the organization, and emphasizes preparedness for change**. …
Integrated planning engages all sectors of the academy—academic affairs, student affairs, business and finance, campus planning, IT, communications, development, etc."

Integrated Planning - SCUP
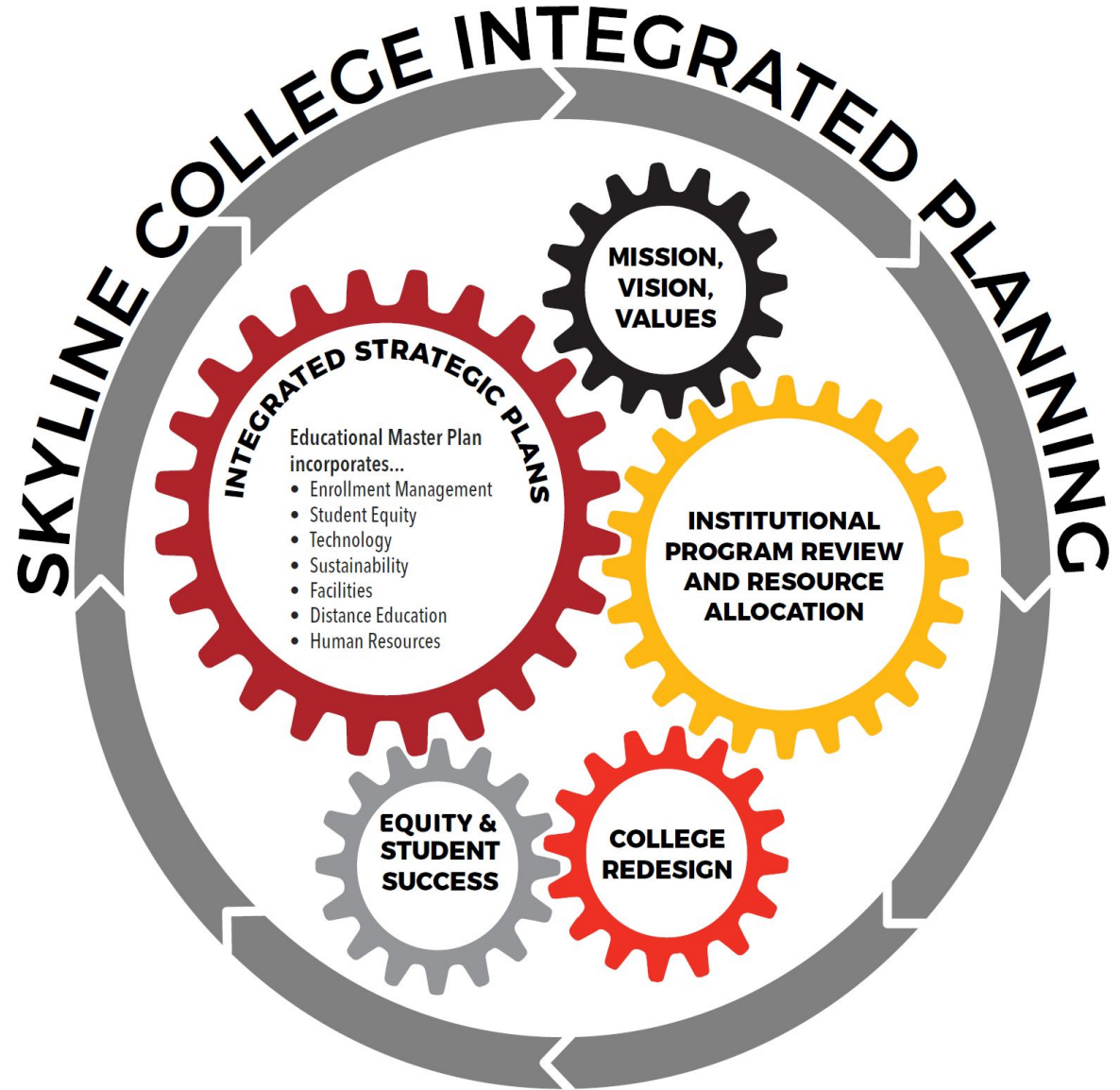
SYNERGY WITH SKYLINE COLLEGE

❑ **Manifest the Values** in the Mission/Vision/Values (MVV)

❑ **Engage in the Comprehensive College Redesign**
  ❑ Professional Development (online teaching and learning; zero textbook cost; equitable grading practices; assessment of SLOs…)
  ❑ Promise Scholars Program
  ❑ Guided Pathways

❑ **Engage in the People's College Initiative (PCI)**
  ❑ Anti-racism and Equity
  ❑ Civic Engagement
  ❑ Campus Climate

SYNERGY WITH THE CCCCO

❑ Increase the number of students who acquire **associate degrees, certificates, or specific skill sets** that prepare them for an in-demand job.

❑ Increase the number of students who **transfer** annually to a UC or CSU.

❑ **Decrease the average number of units** accumulated by students earning their associates degree.

❑ Increase the percent of exiting CTE students who report being **employed** in their field of study.

❑ **Reduce equity gaps** across all of the above measures among traditionally underrepresented student groups.

❑ Provide students **authentic applications of learning**

❑ Connect students with **relevant student/learning support services**

What if you need resources to pursue a goal?

❑ Submit your resource request by **November 15** within the Platform.

❑ Explain how the resource is critical to achieving the goal.

❑ Loop in your dean.

Activity: Reviewing Goals

- Status of Prior Goals

  o Past Comprehensive Program Review (CPR) II.A., V.A. & V.B.

  o Annual Program Plans (APPs) II.A.
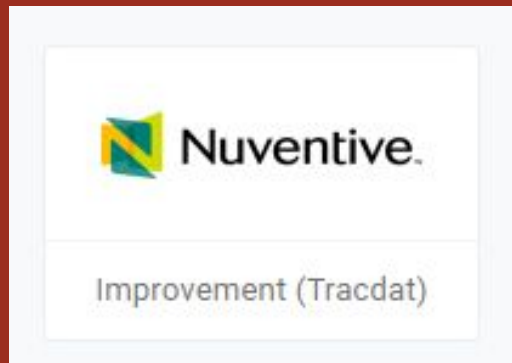
- Goals Google Doc

CPR Goals

- Identify challenges, concerns, and areas in which further research is needed.

- Develop a multi-year plan to improve program effectiveness and promote student learning and achievement
  - 1-5 goals
  - Related implementation plan to achieve the goal
  - Timeline
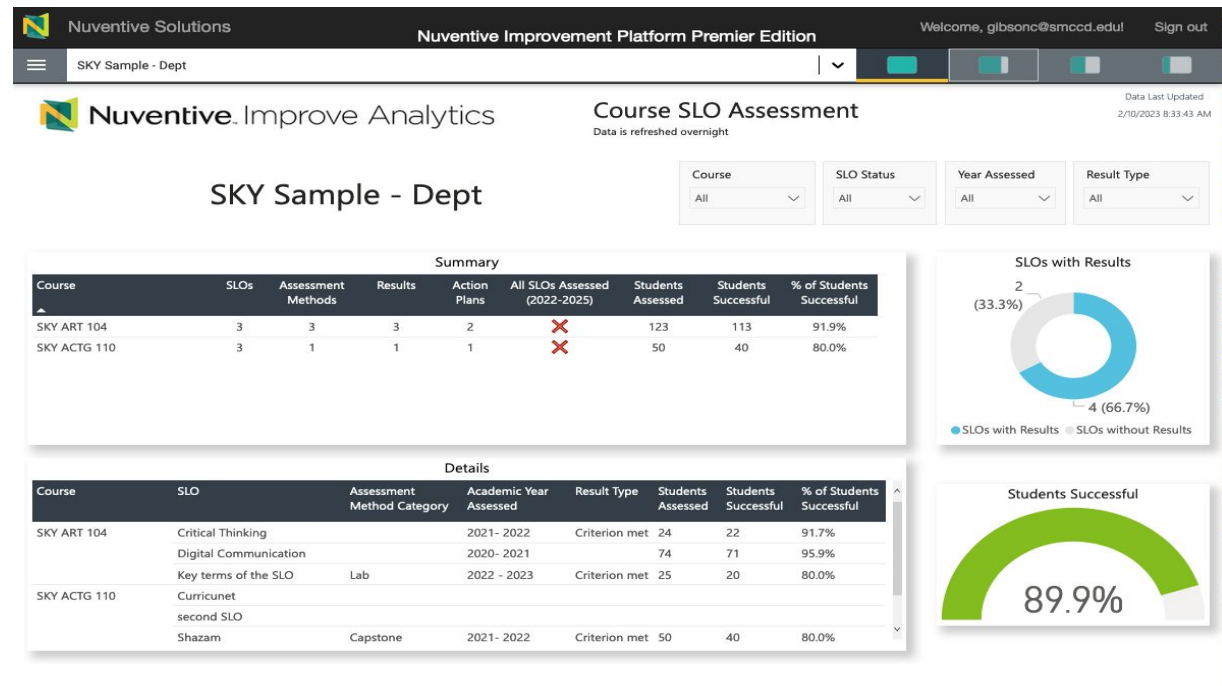 - How the goal(s) will be measured

The Platform

Single-sign On

Nuventive Platform

- Mission/Vision/Values–How does your program align with the MVV?

- Single-Sign On w/SMCCD Credentials

- Comprehensive Program Review Tool
  - CPR Narrative
  - Data/ Other Dashboards
  - Goals
  - Resource Requests

Data Indicator	Data Collection Tool	Example
Counseling appointments in student service unit	Sars Anywhere Location History Reports	Career Center provides data on the number of students who had a Career Counseling appointment.
Events, Workshops, & Activities	Google Sign In Sheets; Form Stack; Attendance Sheets; Zoom Webinar Registrations	ASSC offered over 20 cultural learning sessions. They collect workshop participation data in Zoom, Excel, & other software.
Public Contacts	Sign In Sheets; Registration Forms	Sparkpoint manages their public contact data in their Efforts to Outcome system.
In – Center Visits	Sign In Sheets; Enrollment Management Systems; Google Forms	The Dream Center has community members sign in when they visit the center to develop a referral system. This data is collected through Google Forms. The Assessment Center has students' complete surveys after placement services rendered.
Inreach/Classroom Presentations	Roster Reports; Excel Sheets; Sign In Sheets; Zoom Participant Reports	The Transfer Center presents its services to students during classroom lecture hours. They also table during peak traffic hours.
System & Process Usage Reports	Software Data Reporting Tools; Banner; Credentials, Inc	Admissions and Records collects data on the number of graduation petitions submitted in a year through advanced Banner Reports. Assessment Center/Career Services provides a system usage report for My Majors on the number of students who completed the Assessment within a year. Educational Access Center uses software reporting to provide data on the number of students who accessed Alternative Media.

Student/ Learning Support Services: Additional Data

When possible, provide more than the current year's data to identify trends.

Considerations:

- compliance reports to the federal or state government
- reports to the California Community Colleges Chancellor's Office
- required reporting to grantors
- pertinent college-wide survey results
- program specific survey results or focus group insights

Recommended Timeline of Completion: I & S/LSS

FIRST SEMESTER – EVALUATION AND IEC/CC/CTTL CONSULTATIONS

- March – PRIE CPR Program Data Consultations
- **March 20**, 3-4 pm: PSLO Assessment and Reports and first consultation
- **April 5**, 2:10 – 4 pm: Curriculum Workshop co-hosted by Curriculum Committee and CTTL
- Optional April 10 & 24, 2:10 – 4 pm: 2022 – 2023 Cohort CPR Share Outs
- May – Draft evaluations of program effectiveness and potential action plans
- **TBD**: Summer Curriculum Institute Kick -Off

Recommended Timeline of Completion: I & S/LSS

SECOND SEMESTER –EVALUATION, CURRICULUM REVISIONS, AND PLANNING
- Instructional Programs & S/LSS with Courses – Review and submission of course outlines of record, and course sequencing recommendation if applicable
- Consultations with IEC and dean
- **November 15** – First CPR draft due
- November 15 - Optional Annual Resource Request

THIRD SEMESTER – REPORT COMPLETION AND REPORT OUT
- **January 26–** Second CPR draft due
- **February** – Formative feedback on draft #2 from IEC CPR Support Team
- End of February – Feedback on draft from dean
- **April 1** – Final Draft Due
- **April** – CPR Share Outs

Resources

- Program Review: Karen Wong, Chris Gibson & Ame Maloney
- Program Review Feedback: IEC CPR Team
- Data: Zahra Mojtahedi & Ingrid Vargas
- Curriculum Committee: Jessica Hurless, Bianca Rowden-Quince, Reps
- CTTL Instructional Designers: Andrea Fuentes & Bianca Rowden-Quince
- Your dean
- Comprehensive Program Review website

"Assessment information is of little value if it is not shared with appropriate audiences and used in meaningful ways."

- Trudy Banta and Catherine Palomba's *Assessment Essentials: Planning, Implementing, and Improving Assessment in Higher Education*, 2015, p. 215