

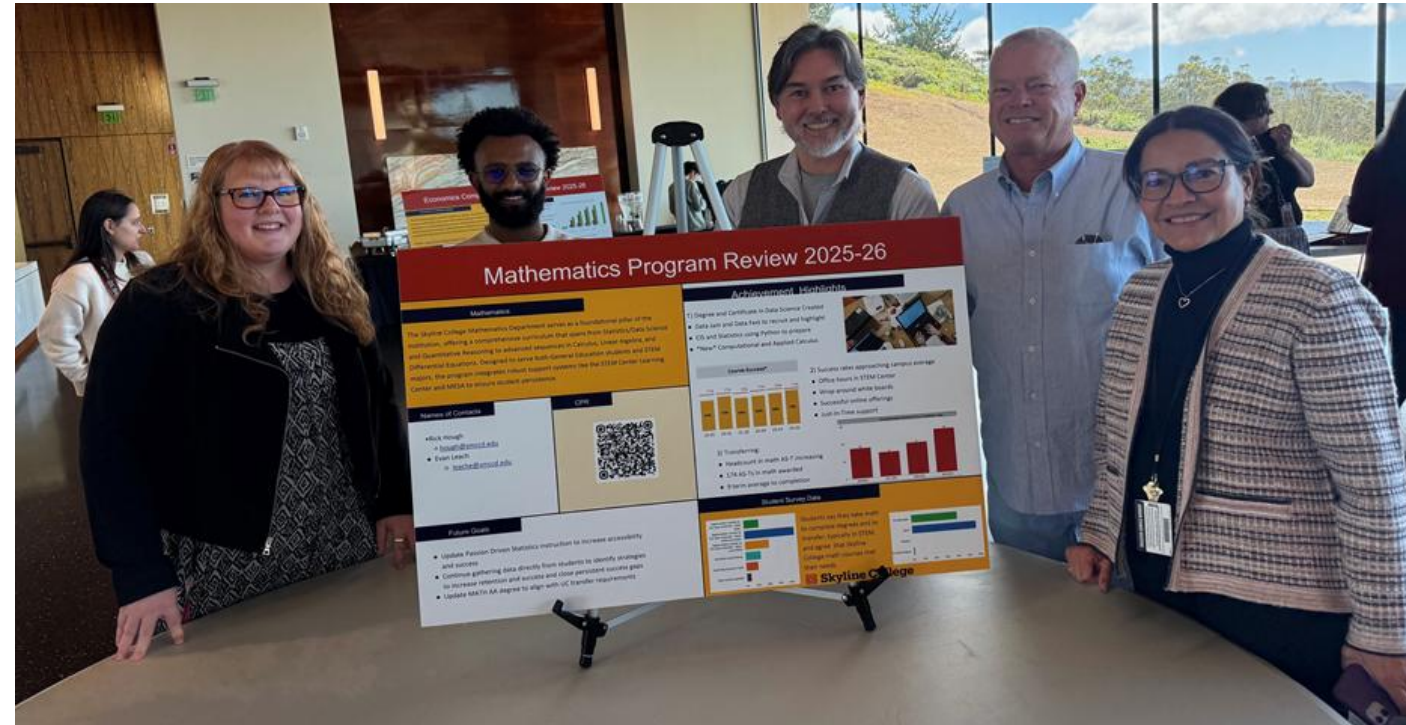
Comprehensive Program Review Orientation for CPR Teams

Facilitators: Katie Manbachi, Bianca Rowden-Quince & Karen Wong



ORIENTATION OUTCOMES

- Describe the purpose of program review and how it is integrated into college-wide planning and resource allocation
- Describe the Comprehensive Program Review processes and timelines
- Describe your role as an IEC CPR Team member



Purpose of Comprehensive Program Review

- Articulate how a 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

“Integrated planning is a sustainable approach to planning that builds relationships, aligns the organization, and emphasizes preparedness for change...

Integrated Planning - SCUP



Major CPR changes since 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
 - For instruction, an explicit prompt on the labor market
- Cycle: CPR is a three- semester process
- Share Outs: Poster Session & Panel Discussion format

Program Review instruments

Comprehensive Program Review (CPR) every seven years

Program Review Updates (PRU) approximately every two years

Annual Resource Request (ARR) Optional



Administrative Leadership Unit review (ALUR)

Comprehensive Program Review Sections

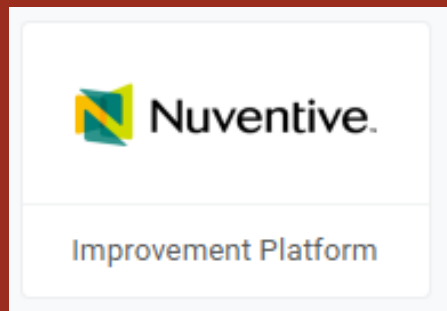
Connection to the College
Current Status
Access
Effectiveness
Key Findings
Goals and Resource
Requests



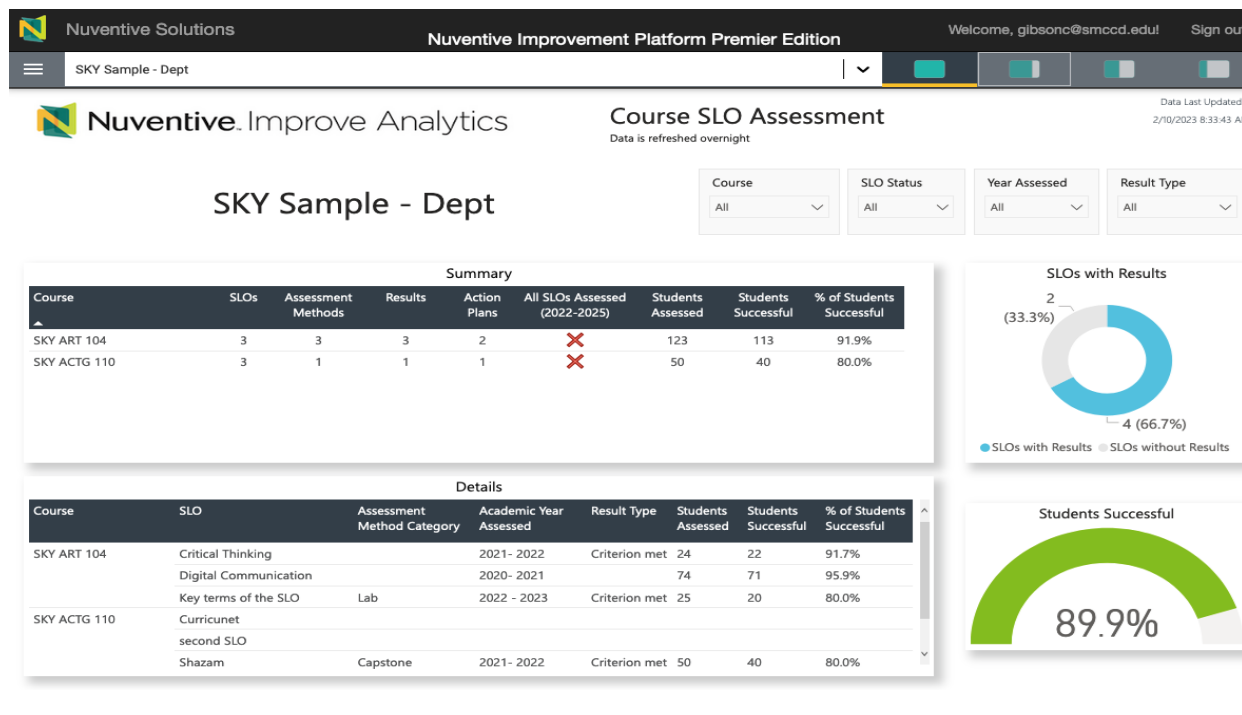
CPR Platform

Nuventive Platform

- Single-Sign On w/SMCCD Credentials
- Comprehensive Program Review Tool
 - CPR Narrative
 - Data/ Other Dashboards
 - Goals
 - Resource Requests



Single-sign On



Student/ Learning Support Services: Additional Data

Considerations:

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

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

Data Indicator	Data Collection Tool	Example
Counseling appointments in student service unit	Student Success Link (SSL) Reports	Counseling provides data on the number of students who utilize drop-in Counseling and gauge equitable access by examining whether they are representative of the Skyline College student population.
Events, Workshops, & Activities	Google Sign In Sheets; Form Stack; Attendance Sheets; Zoom Webinar Registrations	ASSC collects 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	Formstack, Zoom, Outlook	The Assessment Center utilizes tools to record and collect on placements administered
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	Admissions and Records tracks response time to queries, aiming to reduce response time so students can successfully register. Educational Access Center uses Student Accommodation Manager software to provide data on the number of students who accessed alternative media.

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

Example of CPR Goals, Implementation Steps, & Measures

S.M.A.R.T. Planning	EOPS/CARE
Goal	Increase number of unduplicated EOPS/CARE students served by 5% each year
Implementation Steps	• Increase visibility of student programs on campus and in community • Develop stronger partnerships with on-campus faculty , staff, programs, and departments (e.g., streamline collaborative processes with programs such as PSP and TRiO to strengthen a seamless experience for shared students) • Maintain high-quality, wrap-around, and over-and-above support services
Measure(s)	An increase by 5% of the number of unduplicated EOPS/CARE students

What if you need resources to pursue a goal?

- ☐ Submit your resource request by **November 13** within the Platform.
- ☐ Explain how the resource is critical to achieving the goal.
- ☐ Loop in your dean.



IEC CPR Team



Your Role

- **Review materials** (e.g., websites, program data, survey results, etc.) to deepen understanding of a program's accomplishments, challenges and priorities
- **Engage in appreciative inquiry** with program staff to acknowledge achievements and pose questions to deepen understanding about the program
- **Actively participate in the consultations**, offering insights, posing questions, helping to shape goals and connect with other programs working on similar issues
- Prior to the February draft feedback consultation, **add your insights to the checklist**
- If needed by the program, work with them and the CPR team to arrange for an alternative meeting time the week when a consultation is scheduled

IEC CPR Team Timeline

Fall Semester Evaluation, Curriculum Revisions, & Planning

- Instructional & S/LSS with Courses Programs – Review and submission of course outlines of record and recommended sequences
- **October 12:** Consultation with current cohort about program evaluation
- **November 2:** Workshop on Program Goals
- **November 13:** Optional Annual Resource Request

IEC CPR Team Timeline (cont'd)

Spring Semester – Evaluation & IEC/CC/CTTL Consultations

- **January 24:** Submission of full CPR draft for review by IEC
- **February 22:** Full Draft Consultation with current cohort
- **March 26:** CPR Full Draft due
- **April 12,** 2 – 4:00 pm: 2026 – 2027 Cohort CPR Share Outs (in-person)

Resources

- Program Review: Katie Manbachi, Bianca Rowden-Quince & Karen Wong
- Program Review Feedback: IEC CPR Team
- Data: Wendy Lee, Zahra Mojtahedi & Ingrid Vargas
- Curriculum Committee: Rick Hough & Division Reps
- CTTL Instructional Designer: Andrea Fuentes
- Librarian (ZTC Resource): Laurie Buchholz
- Program 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

