Skyline College

Program Name:

Program Review
Executive Summary

Program Mission and Goals

Three Strengths of the Program
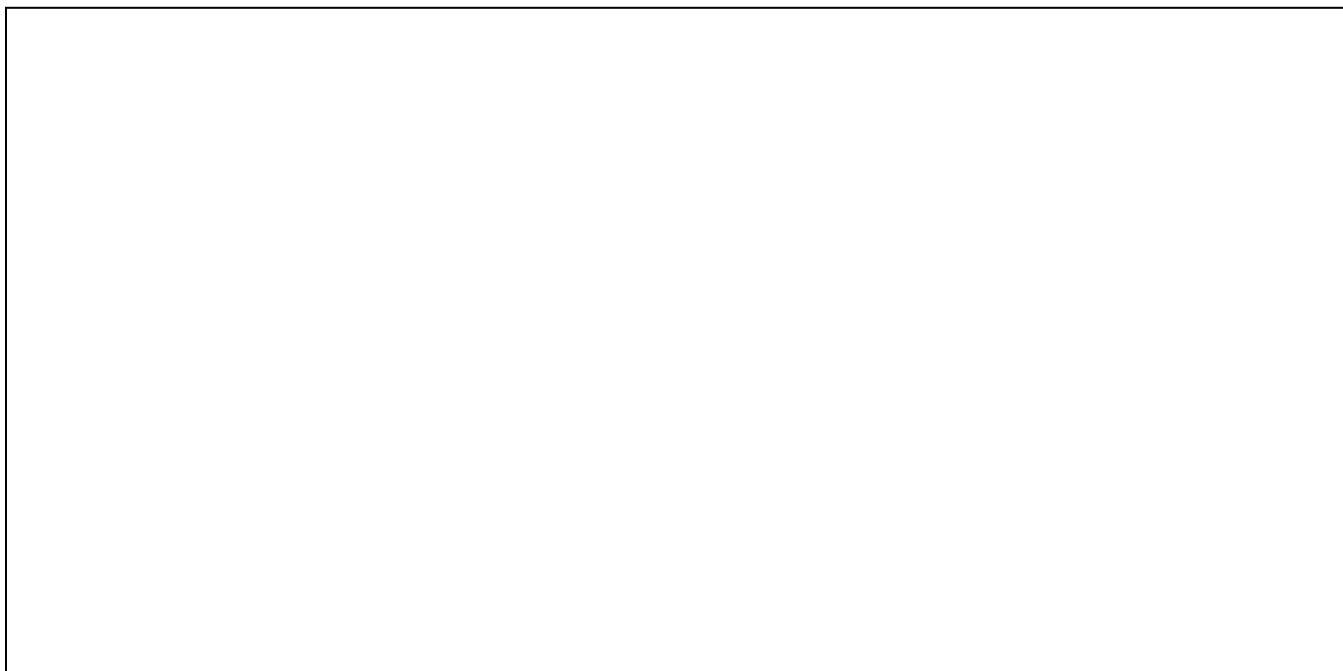
First Strength:

Second Strength:

Third Strength:

Three Suggestions for Improvement

First Suggestion:

Second Suggestion:

Third Suggestion:

Short Summary of Findings

Faculty Signatures

_____ _____ _____
Type in name & Sign *Type in name & Sign* *Type in name & Sign*

_____ _____ _____
Type in name & Sign *Type in name & Sign* *Type in name & Sign*

_____ _____ _____
Type in name & Sign *Type in name & Sign* *Type in name & Sign*

Division Dean: _____
                                Type in name & Sign

Date Submitted: _____

Note: **Save** your form as a PDF format and name your file as "Program Name_PR_Year" e.g., Mathematics_PR_2013).

Program Title: [ ]   **Date Submitted:** [ ]

1. **Planning Group Participants** (include PT& FT faculty, staff, students, stakeholders)

List Names and Positions:

2. **Contact Person** (include e-mail and telephone): [ ]

3. Program Information

   A. Program Personnel
   Identify the number of personnel (administrators, faculty, classified, volunteers, and student workers) in the program:

FT Faculty:		**PT/OL Faculty (FTE):**	
FT Classified:		**PT Classified (FTE):**	
Volunteers:		**Student Workers:**	

B. Program Mission and Goals
State the goals/focus of the program and how the program contributes to the mission and priorities of the College and District. Discuss how this program coordinates, impacts and interacts with other programs in the College. Explain how this program meets the needs of our diverse community. (200 word limit recommended)

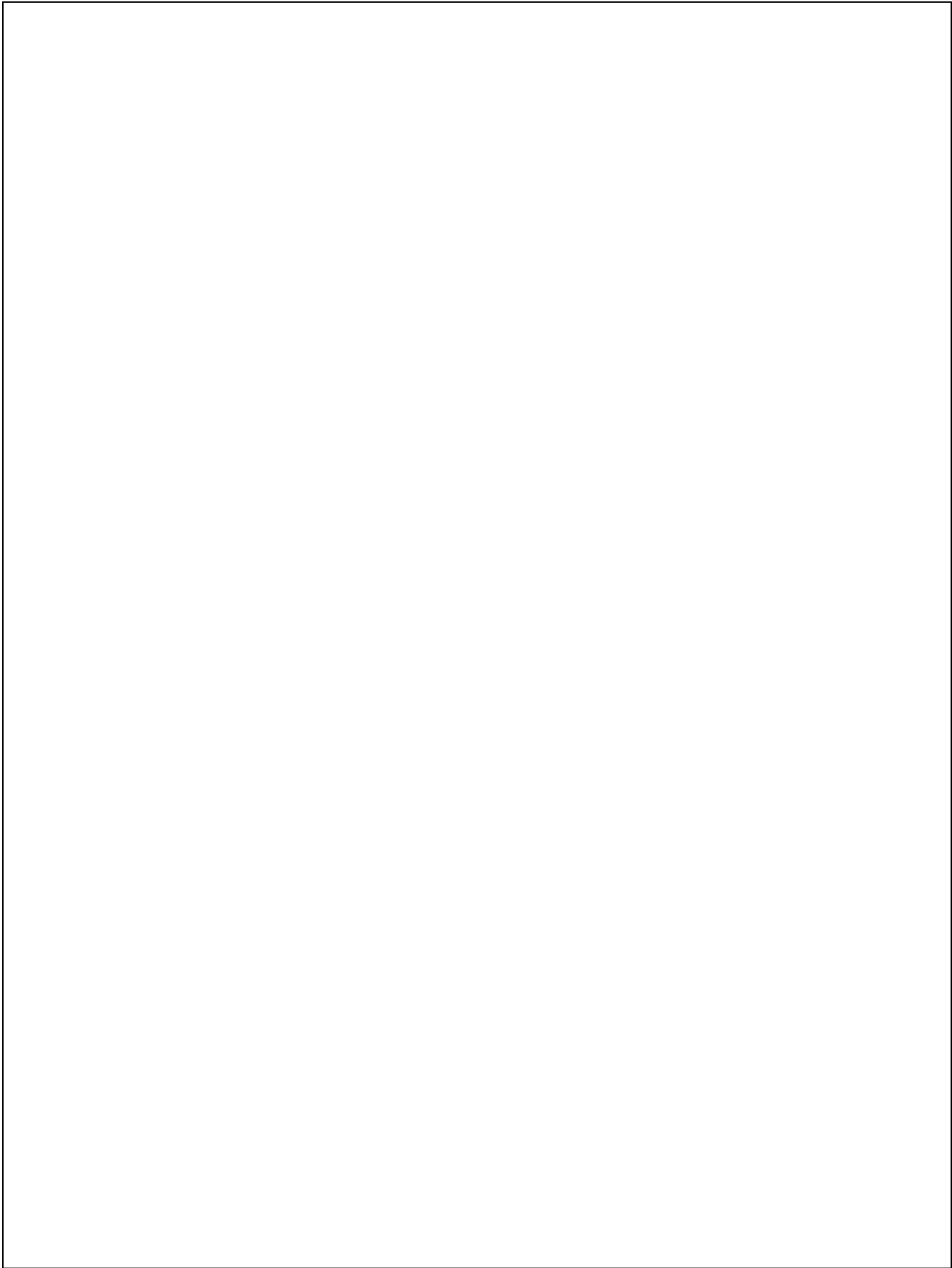## 4. Summary of Student Learning Outcomes and Program Data

A. Drawing from the TracDat PSLO report, summarize recent course and/or program SLO assessment, identify trends and discuss areas in need of improvement.
Submit the TracDat PSLO report with the completed comprehensive program review report. Tool: https://sanmateo.tracdat.com/tracdat/

Respond to the following:

- Review the PSLO report and note any trends over the last five years.

    - Instruction: Highlight the major areas on the course and program level in which students are doing well and those in need of improvement.

    - Student Services: Highlight the major areas in which students are doing well and those in need of improvement, including on the course level when applicable.

    - Career Technical Education: Note any trends in the last three years compared to the preceding three years or further.

- Identify changes that have occurred in your program as a result of annual SLO assessment.

- Explain any modifications to the program's SLO assessment process or schedule.

- Note that the PSLOs on TracDat match the ones listed on the departmental/ service area website and in the College Catalog.

B. Summarize courses/services in the program that map to institutional student learning outcomes and discuss the results of the assessment and analysis.

Respond to the following:

- Explain what the course level assessment results reveal about student fulfillment of ISLOs.

- If the department participated in campus wide assessment, explain what insights were obtained.

C. **Summarize results of student data packets from the Office of Planning, Research & Institutional Effectiveness, and where appropriate, any other relevant data.**
 Tool: http://skylinecollege.edu/prie/programdata.php

Respond to the following:

- Review 5-year data to describe trends in student success, retention, demographics.

- Were any student populations disproportionately impacted or underperforming?

- Analyze trends and discuss plans to address significant findings.

- Analyze trends in student success with respect to mode of delivery and/or technology. For instructional programs, address any differences between on-campus and distance education

D. Program Enrollment and Efficiency

For programs with curricular offerings, state the last three years of fall semester FTES, FTE and LOAD. Spring semester data may also be submitted as needed. For programs without curriculum offerings, and those with curriculum offerings and services, please provide information on the efficiency of services. Assess the efficiency of the program. (Program efficiency information can be obtained from PRIE).

E. Career Technical Education Program Required Information and Data (CTE Programs only)

Tools: San Mateo County's Largest Employers
http://www.labormarketinfo.edd.ca.gov/majorer/countymajorer.asp?CountyCode=000081

Staffing Patterns in Local Industries & Occupations
http://www.labormarketinfo.edd.ca.gov/iomatrix/staffing-patterns1.asp

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Respond to the following:

- Review the program's Gainful Employment Disclosure Data. Identify any areas of concern.

- Discuss the role of the Advisory Committee and provide minutes of the most recent Advisory Committee meeting.

- Describe how changes in business, community and employment needs, new technology, and new transfer requirements could affect the program.

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5. Curricular Offerings

Tools: CurricUNET http://www.curricunet.com/smcccd
A. Program Curriculum and Courses. If your program does not offer curriculum please state "N/A".

Respond to the following:

- All courses, including prerequisites, must be reviewed and updated at a minimum of every six years. (Be sure to complete Appendix D: Course Outline and Prerequisite Checklist Table).

- List courses that have been banked/deleted.

- Note that you've added new courses to the department's three-year calendar of assessment and requested that they be added to TracDat.

- If new courses were added since the last CPR, note that they've been mapped to ISLOs and PSLOs on TracDat, including relevant interdisciplinary degrees.

B. Identify Patterns of Curriculum Offerings. If your program does not offer curriculum please state "N/A".

> Reflections:
>
> - Review the 2-year curriculum cycle of course offerings to ensure timely completion of certificates, degrees, and transfer.
>
> - Identify strengths of the curriculum.
>
> - Identify issues and possible solutions.
>
> - Discuss plans for future curricular development and/or program modification.

6. Action Plan

Provide your action plan based on the analysis and reflections provided in the previous sections.
Tool: https://sanmateo.tracdat.com/tracdat/

Actions:

- Identify next steps to be taken and set a timeline.

- Identify questions that will serve as a focus of inquiry for the next Annual Program Plan and/or Program Review.

    o Determine the assessments; set the timeline for tabulating the data and analyzing results.

    o Describe what you expect to learn from the assessment efforts.

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7. Resource Identification

A. Professional Development needs

Actions:

- List the professional development activities the faculty and staff participated in this year.

- Explain how professional development activities in the past six years have improved student learning outcomes.

- Describe professional development plans for next year.

B. Office of Planning, Research & Institutional Effectiveness requests

Actions:

- List your program's data requests from the Office of Planning, Research & Institutional Effectiveness.

- Explain how the requests will serve the Student/Program/Division/College needs.

C. Faculty and Staff hiring, Instructional Equipment and Facilities Requests
Complete the following table:

Comprehensive Program Review Resource Needs

Program: [   ]   **Date:** [   ]

	Needs	How does this request align with your assessment of student outcomes?	How does this request align with your action plan?	Estimated cost for facilities and equipment
Personnel	1. 2. 3.			
Equipment	1. 2. 3. 4.			
Facilities	1. 2. 3. 4.			

Appendix D

Program: **Semester**:

1	2	3	4	5	6	7
Prefix & Number	**Course Title**	**Curric-UNET Review Date (Month /Year)**	**Transfer**	**G.E.**	**Prerequisites, Co-requisites, and/or Recommended Preparations**	**Reviewed**
			C S U	**UC**		

INSTRUCTIONAL AND STUDENT SERVICES PROGRAM REVIEW

RESPONSE SHEET

Program:

Thank you for your time and effort in preparing this Program Review. Your Resource Needs Summary has been shared with the College Budget Committee and the Resource Needs Summary and Executive Summary, with recommendations, has been shared with the College Council.

College President

Comments:

_____
Signature

Separate boxes for each

College Vice President(s)

Comments:

_____
Signature

Curriculum Committee

Comments:

_____
Signature

Original to remain with self-study
Copies to Program Review preparer

Appendix F
Skyline College

Evaluation of the Program Review Process

To improve the Program Review process your help and suggestions are instrumental. We ask that all parties responsible for preparation of this review have input into the evaluation. After completion of the Program Review process, please take a few moments to complete and return this evaluation to the chair of the Curriculum Committee.

Estimate the total number of hours to complete your Program Review:

1. Was the time frame for completion of Program Review adequate? If not, explain.

2. Was the instrument clear and understandable? Was it easy to use? If not, explain and offer suggestions for improvement.

3. Were the questions relevant? If not, please explain and offer suggestions.

4. Did you find the Program Review process to have value? If not, please explain and offer suggestions.

5. Was the data you received from the Office of Planning, Research and Institutional Effectiveness complete and presented in a clear format? Would you like additional data?

6. Please offer any comments that could improve and/or streamline Program Review.

Program Review Completion Check off Sheet

Before submitting your self-study report, please make sure that all forms are submitted by using the checklist below:

		Checked if Completed
1.	Executive Summary	
2.	Program Review Self-Study (including TracDat PSLO report)	
3.	Resource Needs Summary Form	
4.	Course Outline and Prerequisite Checklist Table (Appendix D)	
5.	Response Sheet (Appendix E)	
6.	Evaluation of the Program Review Process (Appendix F)	