PROGRAM REVIEW GUIDE

PALO VERDE COLLEGE

Effective Fall 2016

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INTRODUCTION

Program review is the process by which instructional and learning support programs (and combinations thereof) analyze program performance by utilizing quantitative and qualitative data. Program review includes the use of these reflective conclusions to formulate plans to sustain or improve the programs, to advance the mission of the district, and to support institutional goals and institutional objectives. Improving student learning and achievement is central to the analysis of program effectiveness for instructional disciplines and student services programs.

The program review process is, by Administrative Policy 4020, within the purview of the Program Review Committee with links to resource allocation through collaboration with the Budget and Planning Committee and the maintenance of standards in collaboration with the Academic Senate. Program Review Committee membership includes faculty, classified staff, students, managers, administrators, the institutional researcher, and the coordinator of student learning outcomes.

TIMELINE AND PROCESS FOR PROGRAM REVIEW

AUGUST	All programs scheduled for program review in the current academic year receive associated data.

SEPTEMBER/ OCTOBER	• The program review author drafts the program review, which includes:
	  ○ Analysis of the data to identify strengths and weaknesses by comparing performance to standards.
	  ○ Identification of links to the district mission statement, institutional goals, and objectives.
	  ○ Plans to address identified weaknesses, advance the mission, support institutional goals objectives, and if applicable, improve student learning and achievement.
	• The draft program review document is shared with other members of the program or unit and discussed widely. The author reviews the feedback and revisions are incorporated as warranted.

OCTOBER/ NOVEMBER	The Division chair or unit supervisor considers the program review draft and collaborates with the program review author to revise the program review if warranted. A final version of the program review is submitted to the Program Review Committee.
DECEMBER	Program reviews are forwarded to the Program Review Committee to develop a recommendation for final validation, and subsequently submitted to the College Council for review and comment.
JANUARY	Subsequent to being reviewed by College Council, program reviews are forwarded to the superintendent/president who forwards them to the Board of Trustees for approval.

MEMBERSHIP OF THE PROGRAM REVIEW COMMITTEE

The Vice President of Instruction and Student Services shall serve as chair of the Program Review Committee. Each of the constituency organizations shall select one (1) member to serve on the Program Review Committee.

The Program Review Committee consists of the following members:

- Chair: VP of Instruction and Student Services
- Ex officio: Institutional Researcher
- Ex officio: Director of Institutional Research
- Academic Senate Representative
- Associated Student Body Representative
- Classified Employee Representative
- California Teachers Association Representative
- Management Representative
- Student Learning Outcomes Representative

PURPOSE AND OBJECTIVES

The purpose of Program Review is to use data to support the effectiveness of programs and improve the quality of education at Palo Verde College. Analysis of data allows for strategic planning and resource allocation with the goal of supporting student success.

The objectives of the Program Review are to provide evidence:

- that the program supports the mission of the college;
- of the identification, measurement and assessment of Student Learning Outcomes at the course, program and institutional levels;
- that define and align course, program and institutional SLOs;
- of institutional dialogue with respect to program effectiveness;
- of recommendations and evaluations for resource and budgetary allocation and implementation;
- of compliance with federal and state law, including but not limited to California Education Code,
- of program compliance with Title 5, and ADA as well as standards for Perkins, Student Success and Support Program, ACCJC, and other legal and certification requirements.

PROGRAM REVIEW COMMITTEE RESPONSIBILITIES

1. In August of each academic year, the Program Review Committee shall:
    a. notify appropriate departments and divisions as to the programs set for review.
    b. provide program review templates with required data (excluding SLO data) to those departments and divisions.
2. The Program Review Committee shall evaluate each Program Review report and provide feedback to the divisions.
3. The committee will forward the final report to the College Council/Strategic Planning Steering Committee.

STEPS IN COMPLETING PROGRAM REVIEW

Division Chairs, Directors, and Managers responsible for program review shall follow these steps:

1. Review previous Program Review Report.
2. Become familiar with the template and data appropriate to your division or program.
3. Schedule periodic meetings with members of your division or program and begin the process of completing the program review report consistent with the appropriate template.
4. When the program review report is completed, arrange to meet and present findings to the Program Review Committee.
5. Once the Program Review Committee accepts the report, plan to present it to the College Council/Strategic Planning Steering Committee and subsequently, to the Board of Trustees.

GUIDE FOR COMPLETING SLO SECTION

FOR CTE FULL REVIEW AND FULL REVIEW TEMPLATES

SLO Quantitative Data

1. Copy and paste the program learning outcome (PLO) from the catalog into the table.
2. List all courses within that program that (a) were taught during the reporting period and, (b) map to the PLO into the table.
3. Collect all 'Program Level CLO Data Worksheets' for courses listed in the table and average all the course learning outcome results so that you have one (1) percentage for each course, for each year taught. Enter those percentages into the table.
4. Once all the course data is entered, find a total average percentage per table per year.
5. Once all the tables have been completed for a degree or certificate, complete the 'Average Percentage for all Program Learning Outcomes' table. Simply copy and paste the final percentage from the last row of each table into the appropriate row of this final table. Then average PLO #1 & PLO #2 (and so on, for each PLO), per year.
6. There is to be one table per PLO, per degree or certificate. In the event of multiple certificates and/or degrees for a program, there will need to be a set of PLO tables for each one.

SLO Action Plans

1. Once again, you will need to refer to all 'Program Level CLO Data Worksheets' associated with the courses for the degrees and certificates within this program. Look at the ANALYSIS section. Record issues identified in the 'Identified Gap' column – one issue per line. List all the Course IDs that are struggling with this same issue in the 'Course IDs Affected' column of that same row.
2. Then in the 'Action Plan' column, write down what was done to mitigate the issue or what *should* be done to mitigate the issue. This should be ready to copy and paste from the last question of the 'Program Level CLO Data Worksheet'.
3. Think about what resources were used (time, money, etc.) and write those down. Be as specific as possible. If resources are still needed, write those down.
4. In the Outcome column, write what happened. Did things get better, worse? Was there any change at all?
5. Finally, write down the academic year problem-solving on this issue began. Or if there hasn't been any problem solving yet, write the year the issue was found.

FOR LEARNING SUPPORT FULL REVIEW TEMPLATE

SLO Quantitative Data

1. In the table "Success Rate for Student Learning Outcomes," write out each Student Learning Outcome in its own row. There is to be one "Success Rate" table and subsequent set of Methodology tables per program. In the event of multiple programs within a single program review, there will need to be a separate set these tables for each one.
2. Collect all 'Learning Support SLO Data Worksheets' for SLOs listed in the table for the reporting timeframe and average all the student learning outcome results so that you have one (1) percentage for each SLO, for each year. Enter those percentages into the table.
3. Once all the SLO data are entered, find a total average percentage per table per year on the final row of the table.
4. Then, complete a Methodology table for each year reported. For each SLO, report the method used to assess the SLO. Was it a pre/post test? Was it a project? Be as specific as possible.
5. In the column labeled "Baseline for Success," report what constitutes success. Was it completion of a task specific task? Was it a specific percentage on a post-test?
6. Next, report the number of students who met or exceeded the Baseline for Success.
7. Finally, report the total number of students assessed.

SLO Action Plans

1. Once again, you will need to refer to all 'Learning Support SLO Data Worksheets' associated with this program. Look at the ANALYSIS section. Record issues identified in the 'Identified Gap' column – one issue per line. List all the SLOs that are struggling with this same issue in the 'SLOs Affected' column of that same row.
2. Then in the 'Action Plan' column, write down what was done to mitigate the issue or what *should* be done to mitigate the issue. This should be ready to copy and paste from the last question of the 'Learning Support SLO Data Worksheets.'
3. Think about what resources were used (time, money, etc.) and write those down. Be as specific as possible. If resources are still needed, write those down.
4. In the Outcome column, write what happened. Did things get better, worse? Was there any change at all?
5. Finally, write down the academic year problem-solving on this issue began. Or if there hasn't been any problem solving yet, write the year the issue was found.

APPENDIX A

DEPT/ DIVISION	PROGRAM NAME Degree(s)/Certificate(s) that fall under the program	TRACK	REPORT NAME & DUE DATE										
			12/15/2016	12/15/2017	12/15/2018	12/15/2019	12/15/2020	12/15/2021	12/15/2022	12/15/2023	12/15/2024	12/15/2025	12/15/2026
ALLIED HEALTH	ADMINISTRATION of JUSTICE AST, Administration of Justice	Non-CTE track	Full Review F '13 - S '16				Full Review F '16 - S '20				Full Review F '20 - S '24		
	CRIMINAL JUSTICE AS, Criminal Justice Certificate, Criminal Justice	CTE track	CTE Full Review F '13 - S '16		CTE Update F '16-S '18		CTE Full Review F '16 - S '20		CTE Update F '20 - S '22		CTE Full Review F '20 - S '24		CTE Update F '24 - S '26
	FIRE SCIENCE TECHNOLOGY Certificate, Firefighter I Certificate, Fire Instructor I Certificate, Fire Instructor II	CTE track		CTE Update F '15 - S '17		CTE Full Review F '15 - S '19		CTE Update F '19 - S '21		CTE Full Review F '19 - S '23		CTE Update F '23 - S '25	
	HAZARDOUS MATERIAL SPECIALIST AS, Hazardous Material Specialist	CTE track		CTE Update F '15 - S '17		CTE Full Review F '15 - S '19		CTE Update F '19 - S '21		CTE Full Review F '19 - S '23		CTE Update F '23 - S '25	
	NURSING Certificate, Traditional Vocational Nursing Certificate, Certified Nursing Assistant Certificate, Emergency Medical Technician Certificate, Phlebotomy	CTE track	CTE Full Review F '13 - S '16		CTE Update F '16 - S '18		CTE Full Review F '16 - S '20		CTE Update F '20 - S '22		CTE Full Review F '20 - S '24		CTE Update F '24 - S '26
BUSINESS	BUSINESS ADMINISTRATION AST, Business Administration	Non-CTE track	Full Review F '13 - S '16				Full Review F '16 - S '20				Full Review F '20 - S '24		
	BUSINESS MANAGEMENT AS, Business Management Certificate, Business Management Certificate, Business Literacy Certificate, Small Business Management	CTE track	CTE Full Review F '13 - S '16		CTE Update F '16 - S '18		CTE Full Review F '16 - S '20		CTE Update F '20 - S '22		CTE Full Review F '20 - S '24		CTE Update F '24 - S '26
	BUSINESS & TECHNOLOGY AA, Liberal Arts, emphasis Business & Tech	CTE track	CTE Full Review F '13 - S '16		CTE Update F '16 - S '18		CTE Full Review F '16 - S '20		CTE Update F '20 - S '22		CTE Full Review F '20 - S '24		CTE Update F '24 - S '26
HISTORY, SOCIAL & BEHAVIORAL SCIENCES	SOCIAL & BEHAVIORAL SCIENCES AA, Liberal Arts, emphasis Social & Behavior Sciences	Non-CTE track		Full Review F'14 - S'17				Full Review F'17 - S'21				Full Review F'21 - S'25	
	ALCOHOL & DRUG STUDIES Certificate, Alcohol & Drug Studies Certificate, ADS Specialist I Certificate, ADS Specialist II	CTE track	CTE Update F '14 - S '16		CTE Full Review F'14 - S'18		CTE Update F '18 - S '20		CTE Full Review F'18 - S'22		CTE Update F '22 - S '24		CTE Full Review F'22 - S'26
	CHILD DEVELOPMENT AS, Child Development Certificate, Child Development - Teacher Certificate, Child Development – Associate Teacher Certificate - Child Development - Assistant	CTE track	CTE Update F '14 - S '16		CTE Full Review F'14 - S'18		CTE Update F '18 - S '20		CTE Full Review F'18 - S'22		CTE Update F '22 - S '24		CTE Full Review F'22 - S'26
	EARLY CHILDHOOD EDUCATION AST, Early Childhood Education	Non-CTE track			Full Review F'14 - S'18				Full Review F'18 - S'22				Full Review F'22 - S'26
	PSYCHOLOGY AAT, Psychology	Non-CTE track		Full Review F'14 - S'17				Full Review F'17 - S'21				Full Review F'21 - S'25	
	SOCIOLOGY AAT, Sociology	Non-CTE track		Full Review F'14 - S'17				Full Review F'17 - S'21				Full Review F'21 - S'25	
LANG ARTS & COMM	ARTS & HUMANITIES AA, Liberal Arts, emphasis Arts & Humanities	Non-CTE track		Full Review F'14 - S'17				Full Review F'17 - S'21				Full Review F'21 - S'25	
MATH & SCIENCE	MATHEMATICS & SCIENCE AA, Liberal Arts, emphasis Mathematics & Science	Non-CTE track		Full Review F'14 - S'17				Full Review F'17 - S'21				Full Review F'21 - S'25	

DEPT/ DIVISION	PROGRAM NAME Degree(s)/Certificate(s) that fall under the program	TRACK	REPORT NAME & DUE DATE										
			12/15/2016	12/15/2017	12/15/2018	12/15/2019	12/15/2020	12/15/2021	12/15/2022	12/15/2023	12/15/2024	12/15/2025	12/15/2026
PROFESSIONAL TECHNOLOGIES	**AGRICULTURE** Certificate, Agriculture Crop Sciences	CTE track			CTE Full Review F'14-S'18		CTE Update F '18 - S '20		CTE Full Review F'18 - S'22		CTE Update F '22 - S '24		CTE Full Review F'22 - S'26
	AUTOMOTIVE TECHNOLOGY AS, Automotive Technology Certificate, Automotive Technology Certificate, Automotive Fabrication	CTE track	CTE Update F '14 - S '16		CTE Full Review F'14 - S'18		CTE Update F '18 - S '20		CTE Full Review F'18 - S'22		CTE Update F '22 - S '24		CTE Full Review F'22 - S'26
	BUILDING CONSTRUCTION TECHNOLOGY AS, Building Construction Technology Certificate, Building Construction Technology	CTE track	CTE Update F '14 - S '16		CTE Full Review F'14 - S'18		CTE Update F '18 - S '20		CTE Full Review F'18 - S'22		CTE Update F '22 - S '24		CTE Full Review F'22 - S'26
	COMPUTER INFORMATION SYSTEMS AS, Computer Information Systems Certificate, Computer Applications Certificate, 3D Computer Animation Certificate, Graphic Design & Web Content Certificate, Information Technology Literacy Certificate, Management Information Systems Certificate, Computer Maintenance & Help Desk Support	CTE track	CTE Update F '14 - S '16		CTE Full Review F'14 - S'18		CTE Update F '18 - S '20		CTE Full Review F'18 - S'22		CTE Update F '22 - S '24		CTE Full Review F'22 - S'26
	WELDING TECHNOLOGY AS, Welding Technology Certificate, Welding Technology	CTE track	CTE Update F '14 - S '16		CTE Full Review F'14 - S'18		CTE Update F '18 - S '20		CTE Full Review F'18 - S'22		CTE Update F '22 - S '24		CTE Full Review F'22 - S'26
BUSINESS SERVICES	**BUSINESS SERVICES**		Learning Support Full Review F'13 - S'16				Learning Support Full Review F '16 - S '20				Learning Support Full Review F '20 - S '24		
	MAINTENANCE & OPERATION		Learning Support Full Review F'13 - S'16				Learning Support Full Review F '16 - S '20				Learning Support Full Review F '20 - S '24		
INSTRUCTIONAL SERVICES	**CHILD DEVELOPMENT CENTER**			Learning Support Full Review F'13 - S'17				Learning Support Full Review F'17 - S'21				Learning Support Full Review F'21 - S'25	
	DISTANCE LEARNING			Learning Support Full Review F'13 - S'17				Learning Support Full Review F'17 - S'21				Learning Support Full Review F'21 - S'25	
	INSTITUTIONAL RESEARCH			Learning Support Full Review F'13 - S'17				Learning Support Full Review F'17 - S'21				Learning Support Full Review F'21 - S'25	
	LIBRARY			Learning Support Full Review F'13 - S'17				Learning Support Full Review F'17 - S'21				Learning Support Full Review F'21 - S'25	
	NEEDLES CENTER			Learning Support Full Review F'13 - S'17				Learning Support Full Review F'17 - S'21				Learning Support Full Review F'21 - S'25	
	OFFICE OF INSTRUCTION			Learning Support Full Review F'13 - S'17				Learning Support Full Review F'17 - S'21				Learning Support Full Review F'21 - S'25	

DEPT/ DIVISION	PROGRAM NAME Degree(s)/Certificate(s) that fall under the program	TRACK	REPORT NAME & DUE DATE										
			12/15/2016	12/15/2017	12/15/2018	12/15/2019	12/15/2020	12/15/2021	12/15/2022	12/15/2023	12/15/2024	12/15/2025	12/15/2026
PRESIDENT	INFORMATION TECHNOLOGY			Learning Support Full Review F'13 - S'17				Learning Support Full Review F'17 - S'21				Learning Support Full Review F'21 - S'25	
	SUPERINTENDENT/PRESIDENT			Learning Support Full Review F'13 - S'17				Learning Support Full Review F'17 - S'21				Learning Support Full Review F'21 - S'25	
STUDENT SERVICES	ADMISSIONS & RECORDS					Learning Support Full Review F '15 - S '19				Learning Support Full Review F '19 - S '23			
	CALWORKS					Learning Support Full Review F '15 - S '19				Learning Support Full Review F '19 - S '23			
	DSPS					Learning Support Full Review F '15 - S '19				Learning Support Full Review F '19 - S '23			
	EOPS					Learning Support Full Review F '15 - S '19				Learning Support Full Review F '19 - S '23			
	FINANCIAL AID					Learning Support Full Review F '15 - S '19				Learning Support Full Review F '19 - S '23			
	COUNSELING					Learning Support Full Review F '15 - S '19				Learning Support Full Review F '19 - S '23			
ANNUAL COUNTS													
LEARNING SUPPORT FULL REVIEWS			2	8	0	6	2	8	0	6	2	8	0
INSTRUCTIONAL FULL REVIEWS (includes CTE & NON CTE Track)			6	5	7	2	6	5	7	2	6	5	7
CTE UPDATES			7	2	4	0	7	2	4	0	7	2	4
TOTAL PROGRAM REVIEWS			15	15	11	8	15	15	11	8	15	15	11

APPENDIX B

CTE Full Review

PALO VERDE COLLEGE

NAME OF PROGRAM

REPORTING FALL _____TO SPRING _____

1. PURPOSE OF THE PROGRAM

"Palo Verde College provides opportunities for personal and professional growth to a diverse community of learners in an academic environment committed to student success and equity by supporting student achievement of basic skills, certificate, degree, university transfer, and career goals." PVC Mission Statement 01/2016

a. Describe the purpose of program and its mission.
b. How has the program changed in the last two years? In major ways, minor, or no real changes to speak of? Explain.
c. How does the program support the College Mission?

2. POPULATION(S) SERVED

a. Describe the populations served by the program, identifying special populations, if any.
b. Describe other populations that should be served by the program and identify plans for serving them in the future.

3. ACCOMPLISHMENTS IN ACHIEVING GOALS

a. Describe progress in achieving each goal outlined in the previous CTE Update, providing evidence documenting such achievements.
b. Explain modifications, if any, of goals outlined in the previous CTE Update, providing evidence documenting such modifications.

4. DEMAND FOR THE PROGRAM

Is the demand for the program high, adequate, or low? Support your answer with labor market data, advisory input, etc.

5. EXTERNAL ISSUES, STRENGTHS, WEAKNESSES

a. Cite relevant legislation, Chancellor's Office mandates, VTEA, Tech Prep, CalWORKs, WIA, BIG career ladders, etc. that are contributing positive or negative factors for the program. Explain each mitigating factor and the impact on the program.
b. List and comment on the major strengths of the program.
c. List and comment on the major weaknesses of the program.

6. CURRICULUM HISTORY

a. List all the courses in the program. Of the courses constituting the program, identify those that have not been successfully offered at least once during the preceding eight (8) semesters.

b. Explain in specific terms why these courses were not successfully offered. Provide a strategy for improving their success, or explain why they should not be removed from the program.

7. COURSE SCHEDULING AND AVAILABILITY

Describe how the scheduling of classes in the program optimizes class availability and supports student success.

8. STUDENT LEARNING OUTCOMES (SLO)

SLO QUANTITATIVE DATA

Using the Program Level CLO Worksheets, aggregate data annually. Identify all Courses within that Program that have CLOs which map to PLO #1 in the first column of the table below. For each academic year since your last full program review, enter the % of Successful Students for the CLOs that map to PLO #1. Do the same for each PLO within the program.

Average Percentage Program Learning Outcome #1 For PROGRAM NAME				
Copy and paste PLO #1 here from the Catalog.				
Course IDs within the Program that map to PLO#1	**% Successful Students ACADEMIC YR 1**	**% Successful Students ACADEMIC YR 2**	**% Successful Students ACADEMIC YR 3**	**% Successful Students ACADEMIC YR 4**
Course ID #1				
Course ID #2				
Course ID #3				
Average % of Successful Students by Year				

Average Percentage Program Learning Outcome #2 For PROGRAM NAME				
Copy and paste PLO# 2 here from the Catalog.				
Course IDs within the Program that map to PLO#1	**% Successful Students ACADEMIC YR 1**	**% Successful Students ACADEMIC YR 2**	**% Successful Students ACADEMIC YR 3**	**% Successful Students ACADEMIC YR 4**
Course ID #1				
Course ID #2				
Course ID #3				
Average % of Successful Students by Year				

From the each of the tables above enter the "AVERAGE % of Successful Students by Year" in the appropriate box below.

Average Percentage for all Program Learning Outcomes For PROGRAM NAME				
PROGRAM LEARNING OUTCOME	*% Successful Students ACADEMIC YR 1*	*% Successful Students ACADEMIC YR 2*	*% Successful Students ACADEMIC YR 3*	*% Successful Students ACADEMIC YR 4*
PLO #1				
PLO #2				
Average % of Successful Students by Year				

SLO ACTION PLANS

In the table below, describe the action plans that your department has made since your last program review. These action plans should be in identified in the Program Level CLO Worksheets.

Program Name	Associated PLO #	Course IDs Affected	Identified Gap	Action Plan(s)	Resources Used to Implement Plan	Outcome	Academic Year(s) this was addressed

a. List courses for which CLOs have not been assessed. Provide an explanation why assessments of these CLOs have not been performed.
b. Were any CLOs or PLOs revised/deleted in the past year based on assessment evaluations or revision of the Course Outline of Record? If so, indicate the courses or the program and a detailed explanation for the changes.
c. Provide specific examples of course improvements resulting from the assessment of course SLOs.
d. Provide specific examples of program and certificate improvements resulting from the assessment of program SLOs.
e. Describe any differences in CLO achievement for different modalities (online, ITV, correspondence, face-to-face).

9. COURSE CURRENCY

a. List the courses in the program and the year in which the course outline of each was most recently reviewed and approved by the Curriculum Committee.
b. Describe plans to revise and update course outlines of record that have not been reviewed and approved by the Curriculum Committee within the four (4) years preceding this program review report.

10. PROGRAM AND COURSE COVERAGE

a. List the courses in the program and identify which are taught by full-time faculty only, which are taught by adjunct faculty only, and which are taught by both.

Example:

Course	Full-Time Only	Adjunct Only	Both Full-Time and Adjunct
ENG 101			x
ENG 080	x		

b. Explain how effectively the program is served with the current coverage.
c. Describe plans to correct deficiencies, if any, in course and program coverage.

11. PROFESSIONAL DEVELOPMENT

a. Describe specific professional development activities in which faculty members in the program have participated over the past four (4) years, and explain how such activities benefited the program and supported and facilitated student learning outcomes.
b. Describe areas of unmet professional development needs among faculty in the program and identify specifically plans to address those needs.

12. STUDENT SUCCESSFUL COMPLETION & RETENTION

Note: the Program Review Committee will research the required completion and retention data and provide it to program faculty members for their review and analysis for this report. **Completion** is defined as number of grades of A,B,C,CR divided by A,B,C,D,F,CR,NC,W,MW, IP. **Retention** is defined as number of grades of A,B,C,D,F,CR,NC, MW, IP divided by A,B,C,D,F,CR,NC,W,MW, IP

a. Assess semester-by-semester course completion performance in each course in the program over the preceding eight (8) semesters and compare those rates with the Institutional Set standards.

The Current Institutional Set Standard is: _____

ACADEMIC YEAR ONE					
	Online Completion Rate	**Correspondence Completion Rate**	**Face to Face Completion Rate**	**Fall Completion Rate**	**Spring Completion Rate**
Course #1					
Course #2					
Etc.					

ACADEMIC YEAR TWO					
	Online Completion Rate	**Correspondence Completion Rate**	**Face to Face Completion Rate**	**Fall Completion Rate**	**Spring Completion Rate**
Course #1					
Course #2					
Etc.					

ACADEMIC YEAR THREE					
	Online Completion Rate	**Correspondence Completion Rate**	**Face to Face Completion Rate**	**Fall Completion Rate**	**Spring Completion Rate**
Course #1					
Course #2					
Etc.					

ACADEMIC YEAR FOUR					
	Online Completion Rate	**Correspondence Completion Rate**	**Face to Face Completion Rate**	**Fall Completion Rate**	**Spring Completion Rate**
Course #1					
Course #2					
Etc.					

b. Assess semester-by-semester course retention performance in each course in the program over the preceding eight (8) semesters.
c. Based on the number of annual awards over the preceding four (4) years, assess trends in the number of program certificates and degrees awarded.

Example:

Name of Award	20xx-xx	20xx-xx	20xx-xx	20xx-xx
AA Business and Technology	4	2	6	4
Certificate in Computer Technology	6	3	8	6

13. ENROLLMENT TRENDS

Note: the Program Review Committee will research the required enrollment data and provide it to program faculty members for their review and analysis for this report.

Comment on semester-by-semester enrollments, providing explanation of increases, declines or erratic fluctuations in enrollment. Be sure to comment on enrollment trends based on modality as well.

14. QUALITY OF THIS PROGRAM

List core indicators, student outcomes, partnerships, certificates, degrees, articulation, faculty qualifications, diversity, grants, equipment, and refer back your responses in sections 5 – 13 to give a complete analysis of the quality of this program.

15. FINANCIAL TRENDS

Comment on annual budgeted-vs.-actual program expenditures for each of the preceding five (5) years as to personnel salaries, benefits, supplies, contract services, capital outlay and other expenditures. Explain deviations from budget exceeding 10% of any line item. Describe plans for future budget changes.

16. REVENUE AND EXPENSES

a. State the revenue of the program (using FTE data, grants, and anything else) for the preceding two academic years.
b. State the expenses of the program (salaries, equipment purchases, contracts, and supplies) for the preceding two academic years.
c. State the dollar value of in-kind contributions of time and/or resources during the preceding two academic years.

17. FACILITIES AND EQUIPMENT

a. Are current facilities, such as classrooms, offices and equipment adequate to support the program? Explain.
b. Describe plans for future changes in facilities or equipment that would better support the program.

18. TWO YEAR PLAN

a. List recommendations, project future trends, personnel and equipment needs, as well as continuing and new goals. Describe activities to achieve these goals, timelines to complete these goals, and measures for evaluating success in achieving them.
b. Describe the alignment between continuing and new program goals and institutional goals and objectives stated in the current Integrated Strategic Plan, which can be found on the college website.

APPENDIX C

CTE Update

PALO VERDE COLLEGE

NAME OF PROGRAM

REPORTING FALL _____TO SPRING _____

1. PURPOSE OF THE PROGRAM

a. Describe the program, its mission, and target population.
b. How has the program changed in the last two years? In major ways, minor, or no real changes to speak of? Explain.

2. DEMAND FOR THE PROGRAM

Is the demand high, adequate demand for our students, or low demand? Support your answer with labor market data, advisory input, etc.

3. QUALITY OF THIS PROGRAM

What is the quality of this program? Is it of the highest quality, adequately meeting student needs, or needing significant improvement? List core indicators, student learning outcomes, partnerships, certificates, degrees, articulation, faculty qualifications, diversity, grants, and equipment as evidence to support your answer.

4. EXTERNAL ISSUES

Cite relevant legislation, Chancellor's Office mandates, VTEA, Tech Prep, CalWORKs, WIA, BIG career ladders, etc. that are contributing positive or negative factors for the program. Explain each mitigating factor and the impact on the program.

5. REVENUE AND EXPENSES

a. State the revenue of the program (using FTE data, grants, and anything else) for the preceding two academic years.
b. State the expenses of the program (salaries, equipment purchases, contracts, and supplies) for the preceding two academic years.
c. State the dollar value of in-kind contributions of time and/or resources the preceding two academic years.

6. TWO YEAR PLAN

List recommendations, project future trends, personnel and equipment needs, as well as continuing and new goals. Describe activities to achieve these goals, timelines to complete these goals, and measures for evaluating success in achieving them.

APPENDIX D

Full Review

PALO VERDE COLLEGE

NAME OF PROGRAM

REPORTING FALL _____TO SPRING _____

1. PURPOSE OF THE PROGRAM

"Palo Verde College provides opportunities for personal and professional growth to a diverse community of learners in an academic environment committed to student success and equity by supporting student achievement of basic skills, certificate, degree, university transfer, and career goals." PVC Mission Statement 01/2016

a. Describe the purpose of program and its mission.
b. How does the program support the College Mission?

2. POPULATION(S) SERVED

a. Describe the populations served by the program, identifying special populations, if any.
b. Describe other populations that should be served by the program and identify plans for serving them in the future.

3. ACCOMPLISHMENTS IN ACHIEVING GOALS

a. Describe progress in achieving each goal outlined in the previous Full Review, providing evidence documenting such achievements.
b. Explain modifications, if any, of goals outlined in the previous Full Review, providing evidence documenting such modifications.

4. STRENGTHS, WEAKNESSES & NEW GOALS

a. List and comment on the major strengths of the program.
b. List and comment on the major weaknesses of the program.
c. List continuing and new goals. Describe activities to achieve these goals, timelines to complete these goals, and measures for evaluating success in achieving them.
d. Describe the alignment between continuing and new program goals and institutional goals and objectives stated in the current Integrated Strategic Plan, which can be found on the college website.

5. CURRICULUM HISTORY

a. List all the courses in the program. Of the courses constituting the program, identify those that have not been successfully offered at least once during the preceding eight (8) semesters.

b. Explain in specific terms why these courses were not successfully offered. Provide a strategy for improving their success, or explain why they should not be removed from the program.

6. COURSE SCHEDULING & AVAILABILITY

Describe how the scheduling of classes in the program optimizes class availability and supports student success.

7. STUDENT LEARNING OUTCOMES (SLO)

SLO QUANTITATIVE DATA

Using the Program Level CLO Worksheets, aggregate data annually. Identify all Courses within that Program that have CLOs which map to PLO #1 in the first column of the table below. For each academic year since your last full program review, enter the % of Successful Students for the CLOs that map to PLO #1. Do the same for each PLO within the program.

Average Percentage Program Learning Outcome #1 For PROGRAM NAME				
Copy and paste PLO #1 here from the Catalog.				
Course IDs within the Program that map to PLO#1	**% Successful Students ACADEMIC YR 1**	**% Successful Students ACADEMIC YR 2**	**% Successful Students ACADEMIC YR 3**	**% Successful Students ACADEMIC YR 4**
Course ID #1				
Course ID #2				
Course ID #3				
Average % of Successful Students by Year				

Average Percentage Program Learning Outcome #2 For PROGRAM NAME				
Copy and paste PLO #2 here from the Catalog.				
Course IDs within the Program that map to PLO#1	**% Successful Students ACADEMIC YR 1**	**% Successful Students ACADEMIC YR 2**	**% Successful Students ACADEMIC YR 3**	**% Successful Students ACADEMIC YR 4**
Course ID #1				
Course ID #2				
Course ID #3				
Average % of Successful Students by Year				

From the each of the tables above enter the "AVERAGE % of Successful Students by Year" in the appropriate box below.

Average Percentage for all Program Learning Outcomes For PROGRAM NAME				
PROGRAM LEARNING OUTCOME	*% Successful Students ACADEMIC YR 1*	*% Successful Students ACADEMIC YR 2*	*% Successful Students ACADEMIC YR 3*	*% Successful Students ACADEMIC YR 4*
PLO #1				
PLO #2				
Average % of Successful Students by Year				

SLO ACTION PLANS

In the table below, describe the action plans that your department has made since your last program review. These action plans should be in identified in the Program Level CLO Worksheets.

Program Name	Associated PLO #	Course IDs Affected	Identified Gap	Action Plan(s)	Resources Used to Implement Plan	Outcome	Academic Year(s) this was addressed

a. List courses for which CLOs have not been assessed. Provide an explanation.
b. Were any CLOs or PLOs revised/deleted in the past year based on assessment evaluations or revision of the Course Outline of Record? If so, indicate the courses or the program and a detailed explanation for the changes.
c. Provide specific examples of course improvements resulting from the assessment of course SLOs.
d. Provide specific examples of program and certificate improvements resulting from the assessment of program SLOs.
e. Describe any differences in CLO achievement for different modalities (online, ITV, correspondence, face-to-face).

8. COURSE CURRENCY

a. List the courses in the program and the year in which the course outline of each was most recently reviewed and approved by the Curriculum Committee.
b. Describe plans to revise and update course outlines of record that have not been reviewed and approved by the Curriculum Committee within the four (4) years preceding this program review report.

9. PROGRAM AND COURSE COVERAGE

a. List the courses in the program and identify which are taught by full-time faculty only, which are taught by adjunct faculty only, and which are taught by both.

Example:

Course	Full-Time Only	Adjunct Only	Both Full-Time and Adjunct
ENG 101			x
ENG 080	x		

b. Explain how effectively the program is served with the current coverage.
c. Describe plans to correct deficiencies, if any, in course and program coverage.

10. PROFESSIONAL DEVELOPMENT

a. Describe specific professional development activities in which faculty members in the program have participated over the past four (4) years, and explain how such activities benefited the program and supported and facilitated student learning outcomes.
b. Describe areas of unmet professional development needs among faculty in the program and identify specifically plans to address those needs.

11. STUDENT SUCCESSFUL COMPLETION & RETENTION

Note: the Program Review Committee will research the required completion and retention data and provide it to program faculty members for their review and analysis for this report. **Completion** is defined as number of grades of A,B,C,CR divided by A,B,C,D,F,CR,NC,W,MW, IP. **Retention** is defined as number of grades of A,B,C,D,F,CR,NC, MW, IP divided by A,B,C,D,F,CR,NC,W,MW, IP

a. Assess semester-by-semester course completion performance in the each course in the program over the preceding eight (8) semesters and compare those rates with the Institutional Set standards.

The Current Institutional Set Standard is: _____

ACADEMIC YEAR ONE					
	Online Completion Rate	**Correspondence Completion Rate**	**Face to Face Completion Rate**	**Fall Completion Rate**	**Spring Completion Rate**
Course #1					
Course #2					
Etc.					

ACADEMIC YEAR TWO					
	Online Completion Rate	**Correspondence Completion Rate**	**Face to Face Completion Rate**	**Fall Completion Rate**	**Spring Completion Rate**
Course #1					
Course #2					
Etc.					

ACADEMIC YEAR THREE					
	Online Completion Rate	**Correspondence Completion Rate**	**Face to Face Completion Rate**	**Fall Completion Rate**	**Spring Completion Rate**
Course #1					
Course #2					
Etc.					

ACADEMIC YEAR FOUR					
	Online Completion Rate	**Correspondence Completion Rate**	**Face to Face Completion Rate**	**Fall Completion Rate**	**Spring Completion Rate**
Course #1					
Course #2					
Etc.					

b. Assess semester-by-semester course retention performance in each course in the program over the preceding eight (8) semesters.
c. Indicate the number of annual awards over the preceding four (4) years, and assess trends in the number of program certificates and degrees awarded.

Example:

Name of Award	20xx-xx	20xx-xx	20xx-xx	20xx-xx
AA Business and Technology	4	2	6	4
Certificate in Computer Technology	6	3	8	6

12. ENROLLMENT TRENDS

Note: the Program Review Committee will research the required enrollment data and provide it to program faculty members for their review and analysis for this report.

Comment on semester-by-semester enrollments, providing explanation of increases, declines or erratic fluctuations in enrollment. Be sure to comment on enrollment trends based on modality as well.

13. FINANCIAL TRENDS

Comment on annual planned-vs.-actual program expenditures for each of the preceding five (5) years as to personnel salaries, benefits, supplies, contract services, capital outlay and other expenditures. Explain deviations from budget exceeding 10% of any line item. Describe plans for future budget changes.

14. FACILITIES AND EQUIPMENT

a. Are current facilities, such as classrooms, offices and equipment adequate to support the program? Explain.
b. Describe plans for future changes in facilities or equipment that would better support the program.

APPENDIX E

Learning Support Full Review

PALO VERDE COLLEGE

NAME OF PROGRAM

REPORTING FALL _____TO SPRING _____

1. PURPOSE OF THE PROGRAM

"Palo Verde College provides opportunities for personal and professional growth to a diverse community of learners in an academic environment committed to student success and equity by supporting student achievement of basic skills, certificate, degree, university transfer, and career goals." PVC Mission Statement 01/2016

a. State the purpose of program.
b. How does the program support the College Mission?

2. POPULATION(S) SERVED

a. Describe the populations served by the program, identifying special populations, if any.
b. Describe other populations that should be served by the program and identify plans for serving them in the future.

3. ACCOMPLISHMENTS IN ACHIEVING GOALS

a. List previous Full Review goals, and describe progress in achieving each goal, providing evidence documenting such achievements.
b. Explain modifications, if any, of goals outlined in the previous Full Review, providing evidence documenting such modifications.

4. STRENGTHS, WEAKNESSES & NEW GOALS

a. List and comment on the major strengths of the program.
b. List and comment on the major weaknesses of the program.
c. List continuing and new goals. Describe activities to achieve these goals, timelines to complete these goals, and measures for evaluating success in achieving them.
d. Describe the alignment between continuing and new program goals and institutional goals and objectives stated in the current Integrated Strategic Plan, which can be found on the college website.

5. STUDENT LEARNING OUTCOMES (SLO)

SLO QUANTITATIVE DATA

Aggregate data annually for all SLOs. Define the SLOs and provide the success rate for each term since your last Program Review in the table below.

Success Rate for Student Learning Outcomes for PROGRAM NAME				
Student Learning Outcome Definitions	**% Successful Students ACAD YR 1**	**% Successful Students ACAD YR 2**	**% Successful Students ACAD YR 3**	**% Successful Students ACAD YR 4**
SLO #1 (define)				
SLO #2 (define)				
SLO #3 (define)				
Average % of Successful Students by Year				

Methodology – Year One PROGRAM NAME				
Student Learning Outcome	**Method of Assessment ACADEMIC YR 1**	**Baseline for Success (Measurement system and the specific number that constitutes success)**	**Number of students that met or exceeded baseline**	**Number of students assessed**
SLO #1				
SLO #2				
SLO #3				

Methodology – Year TWO PROGRAM NAME				
Student Learning Outcome	**Method of Assessment ACADEMIC YR 2**	**Baseline for Success (Measurement system and the specific number that constitutes success)**	**Number of students that met or exceeded baseline**	**Number of students assessed**
SLO #1				
SLO #2				
SLO #3				

Methodology – Year THREE PROGRAM NAME				
Student Learning Outcome	**Method of Assessment ACADEMIC YR 3**	**Baseline for Success (Measurement system and the specific number that constitutes success)**	**Number of students that met or exceeded baseline**	**Number of students assessed**
SLO #1				
SLO #2				
SLO #3				

Methodology – Year FOUR PROGRAM NAME				
Student Learning Outcome	**Method of Assessment ACADEMIC YR 4**	**Baseline for Success (Measurement system and the specific number that constitutes success)**	**Number of students that met or exceeded baseline**	**Number of students assessed**
SLO #1				
SLO #2				
SLO #3				

SLO ACTION PLANS

In the table below, describe the action plans based on the results of the SLOs that your department has made since your last program review.

Program Name	Associated SLO #	Identified Gap	Action Plan(s)	Resources Used to Implement Plan	Outcome	Academic Year(s) this was addressed

SLO QUALITATIVE DATA

a. Were any SLOs revised/deleted in the past year based on assessment evaluations? If so, indicate what the change was and provide a detailed explanation of the changes.
b. Provide specific examples of program improvements resulting from the assessment of SLOs.

6. PERSONNEL SUMMARY

a. Provide an organization chart of the program, showing personnel coverage of key functions and responsibilities.
b. Are current management and staff adequate to perform functions and responsibilities satisfactorily and to achieve program goals? Explain.
c. Describe organizational changes that would improve program performance. Provide timelines for the achievement of such changes, and describe measures that assess the effectiveness of such changes.

7. STAFF DEVELOPMENT

a. Describe specific professional development activities in which program members participate and explain how such activities benefit or enhance the program and support and facilitate student learning.
b. Describe areas of unmet professional development needs among personnel in this program, if applicable, and outline plans to address these needs.

8. FACILITIES & EQUIPMENT

a. Are current facilities, such as offices and equipment, adequate to support the program? Explain.
b. Describe plans for future changes to support facilities or equipment.

9. FINANCIAL RESOURCES

a. Provide a financial report showing, for each of the preceding five (5) years, budgeted vs. actual expenditures for each line item, at a minimum: personnel salaries, personnel benefits, supplies, contract services and capital expenditures. Explain deviations from budget exceeding 10% of any line item.
b. Describe whether the current budget is adequate to carry out the responsibilities of the program or operation.
c. Describe plans for future budget changes, if any.