PALO VERDE COLLEGE
PROGRAM REVIEW TEMPLATE FOR INSTRUCTIONAL PROGRAMS
Revised Spring 2015

Please answer fully each of the following items.

1. Palo Verde College is a California community college that supports an exemplary learning environment with high quality educational programs and services. The College promotes student success and lifelong learning for a diverse community of learners.

   A. State the purpose of program.

   B. Describe the unique institutional goal(s) the program supports.

   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 Outlined in the Previous Program Review Report

   A. Describe progress in achieving each goal outlined in the previous program review, providing evidence documenting such achievements.

   B. Explain modifications, if any, of goals outlined in the previous program review, providing evidence documenting such modifications.

4. Strengths, Weaknesses and 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 new goals. Describe activities to achieve the new goals, timelines to complete the new goals, and measures for evaluating success in achieving them.

    D.   Describe the alignment between program goals and institutional goals and objectives.

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 six (6) 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 and Availability

    A. Describe how the scheduling of classes in the program optimizes class availability for day, evening and distance learning students.

    B. Describe how the scheduling of classes optimizes student learning.

7. Student Learning Outcomes (SLOs)

SLO QUANTITATIVE DATA

From 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 program review, enter the % of Successful Students for the CLOs that map to PLO #1.

Average Percentage Program Learning Outcome #1 for PROGRAM NAME

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
Course ID #1			
Course ID #2			
Course ID #3			
Average % of Successful Students by Year			

Average Percentage Program Learning Outcome #2 for PROGRAM NAME			
Course IDs within the Program that map to PLO#2	% Successful Students ACADEMIC YR 1	% Successful Students ACADEMIC YR 2	% Successful Students ACADEMIC YR 3
Course ID #1			
Course ID #2			
Course ID #3			
Average % of Successful Students by Year			

Average Percentage Program Learning Outcome #3 for PROGRAM NAME			
Course IDs within the Program that map to PLO#3	% Successful Students ACADEMIC YR 1	% Successful Students ACADEMIC YR 2	% Successful Students ACADEMIC YR 3
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*
PLO #1			
PLO #2			
PLO #3			
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. Provide the Course IDs within the Program that do NOT have CLOs that have been assessed and 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.

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 five (5) 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 and 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.

B. Assess semester-by-semester course retention performance in each course in the program over the preceding eight (8) semesters.

C. List each program certificate and degree, and indicate the number of annual awards of each over the preceding four (4) years.

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.

13. Financial Trends   *Note: Refer to Galaxy Instructions*

Comment on annual planned-vs.-actual program expenditures 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.

PALO VERDE COLLEGE PROGRAM REVIEW TEMPLATE FOR

NON-INSTRUCTIONAL PROGRAMS AND OPERATIONS

Revised Spring 2015

1. Palo Verde College is a California community college that supports an exemplary learning environment with high quality educational programs and services. The College promotes student success and lifelong learning for a diverse community of learners.

A. State the purpose of program.

B. Describe the unique institutional goal(s) the program supports.

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 Outlined in the Previous Program Review Report

A. List previous program 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 program review, providing evidence documenting such modifications.

4. Strengths, Weaknesses and 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 new goals. Describe activities to achieve the new goals, timelines to complete the new goals, and measures for evaluating success in achieving them.

     D.   Describe the alignment between program goals and institutional goals and objectives.

5. Student Learning Outcomes

Describe specific, documented accomplishments that support and facilitate the achievement and assessment of student learning outcomes, including measures employed to evaluate program effectiveness in achieving such outcomes.

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 ACADEMIC YR 1**	**% Successful Students ACADEMIC YR 2**	**% Successful Students ACADEMIC YR 3**
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 qualifies success)**	**Number of students that met or**	**Number of students assessed**

			exceeded baseline	
SLO #1				
SLO #2				
SLO #3				

Methodology – Year TWO PROGRAM NAME				
Student Learning Outcome	Method of Assessment ACADEMIC YR 1	Baseline for Success (Measurement system and the specific number that qualifies 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 1	Baseline for Success (Measurement system and the specific number that qualifies 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 and 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 *Note: Refer to Galaxy Instructions*

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.