PROGRAM REVIEW WORKSHOPS

Instructional and Non-Instructional Program Review Reports

October 29 (CL 108) and November 1, 2013 (CL 129)

AGENDA

Please review your division's previous program review report prior to the workshop. The Committee members will refer to the report during the workshop session.

1. Overview of the Process

   a. All comprehensive program review reports are due Friday, January 24, 2014; please email reports, in Word attachment, to Silvia Lainez, silvia.lainez@paloverde.edu, ext. 5504 on or before the deadline.

   b. Upon receipt of the reports, the PR Committee will conduct a technical review, check for completeness, clarity, grammar and related matters; the Committee will respond to divisions and support programs within 2 weeks to correct deficiencies, if any.

   c. PR Committee will then invite each division or support program to do a presentation of the reports for the PR Committee.

   d. After the PR Committee accepts the report, it goes to College Council and then to the Board of Trustees. The Committee will work with division representatives to arrange a place on the agenda at these meetings for presentation of the report.

      College Council meets typically the 1st and 3rd Tuesday of each month at 3 p.m. The Board meets in regular session the 2nd Tuesday starting at 5 p.m.; the Board study session is held the 4th Tuesday at 4:30 p.m.

2. Instructional Template—review key points (see following pages)

3. Non-Instructional Template—review key points (see following pages)

4. Wrap up and adjourn

INSTRUCTIONAL TEMPLATE—Key Points

Your program review report must answer each of the items contained in the Program Review Template for Instructional Programs, revised October 19, 2010, including the subsections of each question. For example, item 7, Program and Course Coverage, has three subparts: A, B, and C. Please answer each of these subparts. The Template for Instructional Programs is found in the Program Review Guide, approved by the Board of Trustees February 24, 2009.

1. Support of the College Mission—Review the College Mission Statement, viewable in the Catalog, Schedule of Classes, on the College Website, and in many committee agendas, and comment on how your program fulfills the Mission.

2. Accomplishments in Achieving Goals Outlined in the Previous Program Review—Identify the previous goals and explain whether they were, or weren't, achieved. Explain any modifications to those goals. Present new goals, including modified prior goals, in Items 12, 13 and 14 of the Instructional Template.

3. Populations Served—Describe the student population(s) the program serves, and any other populations the program needs to serve.

4. Curriculum History—*Note: PR Committee will provide you with data for this item.* The courses presented should be only courses your division is specifically responsible for, not for general education courses that might be part of your program's associate degree requirements, for example. The purpose is to review courses history, comment on the frequency of offerings, and address those courses that have not been offered in the preceding six semesters.

5. Course Scheduling and Availability— *Note: PR Committee will provide you with data for this item.* Using the course history data referenced in Item 4 of the Instructional Template, comment on the frequency of course offerings, delivery modes, and times (a.m., p.m., evening) courses are offered. Explain to what extent the scheduling of courses meets students' needs and maximizes opportunities for learning.

6. Student Learning Outcomes—Provide evidence that course and program SLOs are being assessed. Recall that specific courses constituting degree and certificate programs were identified as key courses, the assessments of which would constitute the program assessment.[1] Show evidence that your division reviewed such assessment results and reached consensus on a program action plan.

---

[1] The document, "Program SLOs as of: February 1, 2013," lists SLOs and assessment methods for all Palo Verde College degree and certificate programs, as well as SLOs and assessment methods for key learning support programs.

7. Program and Course Coverage— *Note: PR Committee will provide you with data for this item*. Comment on the effectiveness of course coverage by full-time, and part-time faculty if applicable. Comment on how coverage might be improved.

8. Professional Development—Describe specific professional development activities faculty in your division have participated in, and describe the how these activities enhance your program. Discuss any unmet professional development needs and plans to address them.

9. Student Performance and Completion—*Note: PR Committee will provide you with data for this item*. Comment on trends in course completion rates and certificate and degree completions.

10. Enrollment and Financial Trends—*Note: PR Committee will provide you with data for this item*.

11. Facilities and Equipment—Equipment would include, for example, technology (e.g., the Bridge), classroom condition, classroom equipment, and other factors relevant to your program.

12. Strengths and Weaknesses—These should be primarily program-specific issues. However, if there are institutional practices and policies that have direct impact on your program, identify them. It's okay to discuss here modified goals from the preceding program review report.

13. Plans to Remedy Weaknesses—Each weakness identified in Item 12 of the Instructional Template should be addressed with a plan to remedy it.

14. Plans to Advance the Program—State new program goals for the next three years, as well as any modified ones that had been presented in Item 2 of the Instructional Template, discussed earlier.

NON-INSTRUCTIONAL TEMPLATE—Key Points

Your program review report must answer each of the items contained in the Program Review Template for Non-Instructional Programs and Operations, revised October 19, 2010, including the subsections of each question. For example, item 4, Personnel Summary, has three subparts: A, B, and C. Please answer <u>each</u> of these subparts. The Template for Non-Instructional Programs is found in the Program Review Guide, approved by the Board of Trustees February 24, 2009.

1. Support of the College Mission—Review the College Mission Statement, viewable in the Catalog, Schedule of Classes, on the College Website, and in many committee agendas, and comment on how your program fulfills the Mission.

2. Accomplishments in Achieving Goals Outlined in the Previous Program Review—Identify the previous goals and explain whether they were, or weren't, achieved. Explain any modifications to those goals. Present new goals, including modified prior goals, in Item 3 of the Non-Instructional Template, discussed next.

3. New Goals—Present new goals, or modified prior goals. In responding to Items 2 and 3 of the Non-Instructional Template, specifically as they related to student learning, refer to the document, "Program SLOs as of: February 1, 2013," which lists SLOs and assessment methods for all Palo Verde College degree and certificate programs, as well as SLOs and assessment methods for key learning support programs.

4. Personnel Summary—Discuss the current organizational structure of your support program, and discuss any changes you are considering that will improve its effectiveness.

5. Staff Development—Discuss specific activities members of your support service have participated in and how such activities enhanced your effectiveness and supported or enhanced student learning, as described in the document referenced in Item 3 of the Non-Instructional Template, discussed above. Describe any unmet professional development needs and plans to address them.

6. Facilities and Equipment—Self-explanatory.

7. Financial Resources—*Note: PR Committee will provide you with data for this item.*

8. Strengths and Weaknesses—Self-explanatory. Each weakness identified in 8.B. should be addressed in 8.C.