## Instructional Program Reviews

The following Instructional areas are slated to do a **Full Program Review** DUE February 1st.

- Auto Collision Repair Technology
- Automotive Technology
- Electronics Technology
- Machine Metals Technology
- Administrative of Justice
- Environmental Landscaping
- Court Reporting
- Multimedia Studies
- Work Experience/Education
- Early Childhood Education
- Communication (Communication/Speech/Journalism/Film)
- English Skills
- Credit ESL
- Noncredit ESL
- English
- Philosophy
- Modern Languages (ASL, Chinese, French, Italian, Japanese, Spanish)
- Social Sciences (Economics, Ethnic Studies, Geography (cultural) History, Political Science, Social Science)

### Full Reviews Address the following areas.

<table>
<thead>
<tr>
<th>Program Review Section</th>
<th>Reviewed by</th>
<th>Report Given to PRAC by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview and Overall</td>
<td>Program Review Committee</td>
<td>April 22nd</td>
</tr>
<tr>
<td>Faculty/Staff Sections</td>
<td>Program Review Committee</td>
<td>April 22nd</td>
</tr>
<tr>
<td>Facilities Section</td>
<td>Facilities Planning Committee</td>
<td>April 22nd</td>
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<tr>
<td>Student Access and Success Section</td>
<td>Student Access and Success Committee</td>
<td>April 22nd</td>
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<tr>
<td>Curriculum Section</td>
<td>Curriculum Committee</td>
<td>April 22nd</td>
</tr>
<tr>
<td>SLO Section</td>
<td>SLOAC</td>
<td>April 22nd</td>
</tr>
<tr>
<td>Point of Improvement Section</td>
<td>SLOAC</td>
<td>April 22nd</td>
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</tbody>
</table>
Instructional Mini-Program Reviews (Budget Requests)

Anyone who has budget requests can do a **Mini-Review** this year.

**This is a definite deadline of Dec. 21st.** However, since I really, really, DO plan to take the winter break OFF, they can probably complete during the holiday if they want to.

**Mini-Review Sections:**

<table>
<thead>
<tr>
<th>Program Review Section</th>
<th>First Prioritization/Recommendation Given to PRAC</th>
<th>Final Recommendations to PRAC by:</th>
<th>PRAC to President by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous Instructional</td>
<td>PRAC</td>
<td>March 11&lt;sup&gt;th&lt;/sup&gt;</td>
<td>5/22</td>
</tr>
<tr>
<td>Supplies (Instructional/Non-Instructional)</td>
<td>PRAC</td>
<td>March 11&lt;sup&gt;th&lt;/sup&gt;</td>
<td>5/22</td>
</tr>
<tr>
<td>Other Non-Instructional requests</td>
<td>PRAC</td>
<td>March 11&lt;sup&gt;th&lt;/sup&gt;</td>
<td>5/22</td>
</tr>
<tr>
<td>FT Faculty/ Additional Units</td>
<td>FTFAC</td>
<td>Mar. 25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>5/22</td>
</tr>
<tr>
<td>Other Staffing</td>
<td>PRAC</td>
<td>Mar. 25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>5/22</td>
</tr>
<tr>
<td>Student Services</td>
<td>PRAC</td>
<td>April 8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>5/22</td>
</tr>
<tr>
<td>Instructional Equipment</td>
<td>Instructional Equipment Committee</td>
<td>April 29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>5/22</td>
</tr>
<tr>
<td>Instructional Hardware</td>
<td>Tech Committee and IEC</td>
<td>April 29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>5/22</td>
</tr>
<tr>
<td>Instructional Software</td>
<td>Software Advisory Committee</td>
<td>April 29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>5/22</td>
</tr>
</tbody>
</table>

**Deans Review of the Reviews:**

- Mini reviews – in January.
- Full reviews – in February.
STUDENT SERVICES FULL PROGRAM REVIEW

- CalWorks
- EOPS
- Matriculation Services >>> Student Success Support Program
- Transfer and Career Center
- DSPS

I. Program Overview
   1. What is the mission of the program?
   2. What are the goals of the program?
   3. How does the program mission tie in to the Student Services’ and institution’s mission?
   4. Briefly describe the program and the services it provides in order to achieve its goals and SLOs.
   5. Describe barriers that student might have in accessing your services.
   6. Describe retention/intervention strategies that you use to increase student success.
   7. Is the program required to meet special regulations/standards? Describe.
   8. List all staff members in the program. Include their names, titles, classification, FTE equivalents, qualifications, and funding source.
   9. What are the demographics of the students in the program and how do these demographics compare to the overall college population?

II. Measuring Student Progress
   1. How is student progress tracked within the program? How well are students progressing through the program? Include data to support your assertions, if it is available.

Student Learning Outcomes Matrix
   I. Course or Program Learning Outcomes
   II. Course or Program Learning Outcomes
   III. Assessment Results Report: Include main findings, date and report authors
   IV. Use of Results: How will instructors modify instruction and/or assessment if appropriate? Include date of discussion and date of implementation.

III. Planning Agenda
   1. Based on the information above, what changes or new initiatives should be enacted to improve the program and meet your goals?
   2. Given the current budget environment, what efficiencies do you see within the service area that could result in reduced costs but improved services?
   3. Based on recommendations above, what resources will the program save, reallocate or require to accomplish its plan and meet its goals? (resources, timelines, partnerships, staffing, equipment, facilities, etc.)

IV. Evaluation
   1. What changes were made to the program in the last year based on the recommendations made by the last program review? Please describe.
   2. What if any were the barriers/constraints the program faced when implementing those changes?
   3. Based on data, how effective was the change in improving program performance in student retention, success, and progress?
   4. What was learned from these changes that would facilitate future program improvements?
Administrative Reviews:
The following areas did Full Program Reviews in 2012-2013. Next Full Reviews slated for 2015-2016.

- Student Services
- College Operations:
  - Fiscal Services (payroll, accounts payable, purchasing, accounting)
  - IT
  - Maintenance and Operations
  - Modernization
  - Police Safety
- Human Resources
- Communications and Community Relations
- Planning, Research, and Institutional Effectiveness

The following are the schedule:
- September 2012: Survey Design (completed)
- October 2012: Survey out (completed)
- November 2012: Survey analysis (completed)
- December 2012: Working on Full Program Review Report (in progress)
- January 2013: Working and completion of the Full Program Review Report
- February 2013: Cabinet Discussion on the strengths and challenges for each programs, as well as budget items in the Full Program Review Report

- **March 2013: Information item to PRAC**

The following is the template:

**I. The XXX Program/Service Overview**

a. Mission of the Service
b. Service Description of the Functions of the Unit
c. Types of Evidence to Be Collected During the Year in order to Assess the Effectiveness of the Service
d. Service’s Needs and Objectives Contained in the Instructional or Student Services Full Program Review that Could Potentially Impact Your Service
e. Service’s Major Activities (exclusive of those listed in #d)
f. Evaluation of Results
g. Environmental Scan
h. Future Development Strategy

**II. Service’s Needs Assessment**

a. Staffing (Current or Additional Staffing Needs)
b. Equipment Needs not Covered by Current Budget
c. Facilities Needs not Covered by Current Budget or Remodeling Projects
d. Professional Development Needs Not Covered by Current Budget

**III. Considering the current and anticipated budget environment, what efficiency could you create that would improve your services to students and results in cost reduction?**

October 22-2013
## PRAC Spring Schedule Draft Worksheet

<table>
<thead>
<tr>
<th>Spring 2014 PRAC Meeting DATES</th>
<th>TO DOs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 28th</td>
<td>2014/2015 Budget Meeting with the President</td>
</tr>
<tr>
<td>Feb. 11th</td>
<td>2014/2015 Budget Discussions regarding Academic Schedule</td>
</tr>
<tr>
<td>Feb. 25th</td>
<td>2014/2015 Budget Discussions regarding Academic Schedule</td>
</tr>
<tr>
<td>March 11th</td>
<td>Instructional PR: Supplies, Misc. Instructional requests and Non Instructional requests</td>
</tr>
<tr>
<td>March 25th</td>
<td>Other full time faculty and additional units requests</td>
</tr>
<tr>
<td>April 1st if needed/ April 8th</td>
<td>Student Services Budget Requests</td>
</tr>
<tr>
<td>April 22rd</td>
<td>Full Program Review Summaries – Instruction</td>
</tr>
<tr>
<td>April 29th (fifth Tuesday)</td>
<td>Full Program Review Summaries – Student Services</td>
</tr>
<tr>
<td>May 6th</td>
<td>IEC, Tech and Software Requests</td>
</tr>
<tr>
<td>May 13th</td>
<td>Administrative Program Review Report</td>
</tr>
<tr>
<td>May 20th</td>
<td>Recommendations to President Finalization</td>
</tr>
<tr>
<td>May 27th</td>
<td>Only if needed.</td>
</tr>
</tbody>
</table>