



### Program Review Peer Review

<b>Program/Division/Area Name:</b>	Career Technical Education
<b>Date:</b>	5/24/2022

On behalf of the Program Review Committee (PRC), we thank you for your time and effort in completing the Program Review this year and for your ongoing efforts to continuously improve AVC's programs and services for our students. Your program review allows the rest of AVC to better understand your efforts and how they support the college mission, vision, EMP and other goals.

### Program Review Committee Feedback

<i>Program Review Report Section</i>	<i>Exemplary:</i> Reflects a clear and thorough report that presents a well-documented review of the program.	<i>Adequate:</i> The self-study adequately presents program information for each section e.g. analysis of data; narrative information is provided regarding goals/objectives, planning, and recommendations relating to the analysis and use of data, institutional learning outcomes, and mission.	<i>Improvement Needed:</i> One or more sections of the report are lacking and/or contain some inaccuracies. The report must be revised and resubmitted in order to meet the requirements of the program review process. Complete/revise Part(s) mentioned in the Comments Section.	<i>Comments:</i>
Program Overview: Overall	<input type="checkbox"/>	X	<input type="checkbox"/>	Overall, the report meets the standards of the program review committee. Some areas have done a more thorough job than others. In the Additional Comments section, please review suggestions for improvements.
1.1. Program's contribution to the District Mission	<input type="checkbox"/>	X	<input type="checkbox"/>	

1.2. Program highlights	<input type="checkbox"/>	X	<input type="checkbox"/>	See comments below
2.A. Results of environmental scan information for program	<input type="checkbox"/>	X	<input type="checkbox"/>	See comments below
2.B. Analysis of program review data	<input type="checkbox"/>	X	<input type="checkbox"/>	See comments below
2.C. Progress towards SLO/PLO/OO Action Plans	<input type="checkbox"/>	X	<input type="checkbox"/>	See comments below
2.D. Progress towards past program review goals	<input type="checkbox"/>	X	<input type="checkbox"/>	See comments below
3. 2020-2021 Planning: Division/Program/Area Goals	<input type="checkbox"/>	X	<input type="checkbox"/>	See comments below
4. Resource Requests that Support Program Needs	<input type="checkbox"/>	X	<input type="checkbox"/>	See comments below

**COMMENTS:**

Overall, good Program Review, but varies notably by discipline. For the most part, data and analysis offered supports your goals and resource requests. Most areas provided an insightful and thoughtful look at their data and explained what is needed to serve our students! We enjoyed reading about the great work your division is doing!

**Additional Comments:**

**ABDY:** Overall, good job. The report does a good job summarizing a few highlights, as well explaining the progress towards meeting past goals. The analysis of the future job projections supports the area’s goals. The resources requested in Part 4 seem to be well-supported by your Goals in Part 3.

**ACRV:** Part 1.2 (Highlights) could be strengthened by providing actual completion and graduation data. In Part 2A, Advisory Committee recommendations should be addressed. In Parts 2B and 2D, the SWOT analysis and the review of the past goals is very thorough. In Part 2C, you should list the past Action Plans and comment on progress. In Part 3, Goals 4, 5 & 6 seem to be resource

requests, not student-focused goals. You should re-phrase these or re-write (possibly one) goal and then the “steps to achieve the goal” may contain getting funding and necessary equipment. Overall, the resources requested in Part 4 seem to be well-supported by your Goals in Part 3.

**AERO:** In Part 1.3 and 1.4, it may not be appropriate to check every box. You may want to give more thought to this. In Part 3, in the 2<sup>nd</sup> column, you need to identify which ILO, PLO or SLO this goal supports. The 3<sup>rd</sup> column should describe the goal. Goal #2, seems to be a resource request, not a student-focused goal, and needs to be re-written. In Part 4, each resource request should be clearly connected to and supported by a goal (or goals) from Part 3. The requests for faculty and staff do not appear to be connected to your goals in Part 3.

**AFAB:** In Part 2C, you should list the past Action Plans and comment on progress. In Part 3, the goals (in the 3<sup>rd</sup> column) should be rewritten with succinct language, focused on students and learning, and measurable. The goals as currently written are more like narratives of resource requests.

**AFMT:** In Part 2C, you should list the past Action Plans and comment on progress. The goals, as currently written, are more like narratives of resource requests.

**AM:** For Part 2A, you need to work on acquiring the supporting labor data and forming an advisory committee. In Part 3, Goals #1 and 2, seem to be a resource requests, not student-focused goals, and need to be re-written.

**AUTO:** Good job overall. Part 2A and 2B could be strengthened by including the supporting data. In Part 2C, you should list the past Action Plans and comment on progress. Your goals in Part 3 are student-oriented and support the resources requested in Part 4.

**ELEC:** Nicely done overall. In Part 3, for your goals, the first column is just intended to be a number and maybe one word to help identify the goal. The goal actually belongs in the 3<sup>rd</sup> column. For Goal #4, what you wrote in the first column sounds like a resource request, but your actual goal in the 3<sup>rd</sup> column is appropriate and student-focused. Overall, your goals in Part 3 are student-oriented and support the resources requested in Part 4.

**ELTE:** In Part 1.1, you are to describe how your program contributes to the district mission, not the mission of your program. Part 2A, could be strengthened with supporting data. The recommendations from the Advisory Committee are rather vague. Resource requests don't belong in Part 2A. It is not clear if you are requesting resources or attempting to convey the recommendations of the Advisory Committee. In Part 2B SWOT Analysis, Opportunities should be focused on external factors that may contribute to and strengthen your program, rather than another request for more faculty. Threats should be about potential problems or risks to your program from external factors. In Part 3, the goals (in the 3<sup>rd</sup> column) should be rewritten to be focused on students and learning. In the 2<sup>nd</sup> column, you need to identify which ILO, PLO or SLO this goal supports. The 4<sup>th</sup> column should be a succinct list of steps to be taken, rather than a narrative or complaint. Goals #2 & #4 appear to be the same. Each resource request in Part 4 needs to be clearly connected to and supported by at least one goal in Part 3. As currently written, the goals do not support the resources requested.

**IMTA:** Part 2A is not optional. At a minimum, labor market data and Advisory Committee recommendations must be included. In Part 2C and 2D, you should list the past Action Plans and Goals, and comment on progress. If this is your 2<sup>nd</sup> Program Review, you should have action plans and goals from last year. In Part 3, "hire faculty" is not a goal but rather a resource request. You need to write goals focused on students and learning. You may find that in order to support that student-focused goal, that you need to request resources in Part 4, such as additional faculty, supplies or facilities. Each resource request in Part 4 needs to be clearly connected to and supported by at least one goal in Part 3. As currently written, you do not have valid goals to support the resources requested.

**WELD:** Very nicely done. In Part 3, Goal #2, "Hiring a second full time instructor and two instructional assistants" should be removed from the 3<sup>rd</sup> column and instead listed as a step in the 4<sup>th</sup> column. Overall, your goals in Part 3 are student-oriented and support the resources requested in Part 4.