

**2017-2018 Instructional Program Comprehensive Program Review Self-Study Report**

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| Division/Area Name: | | For Years: 2019-2023 |
| Name of person leading this review: | | |
| Names of all participants in this review: | | |
| Number of Degrees offered: | Number of Certificates offered: | |
| Number of Full-time Faculty : | Number of Part-time Faculty: | |

**Part 1. Program Overview**

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| * 1. Briefly describe how the program contributes to the district [mission](https://www.avc.edu/aboutavc/principles): |
| * 1. State briefly program highlights and accomplishments: |

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| 1.3. Check each [Institutional Learning Outcome (ILO)](http://www.boarddocs.com/ca/avc/Board.nsf/files/9ZZPR665024E/$file/AVC%20ILO%20PROPOSAL%20August%202015%20(1).pdf) supported by the program. | |
| **Communication** | Demonstrates analytical reading and writing skills including research, quantitative and qualitative evaluation and synthesis.  Demonstrates listening and speaking skills that result in focused and coherent communications |
| **Creative, Critical, and Analytical Thinking** | Uses intellectual curiosity, judgment and analytical decision-making in the acquisition, integration and application of knowledge and skills.  Solves problems utilizing technology, quantitative and qualitative information and mathematical concepts. |
| **Community/Global Consciousness** | Understands and applies personal concepts of integrity, ethics, self-esteem, lifelong learning, while contributing to the well being of society and the environment.  Demonstrates an awareness and respect of the values of diversity, complexity, aesthetics and varied cultural expressions. |
| **Career and Specialized Knowledge** | Demonstrates knowledge, skills and abilities related to student educational goals, including career, transfer and personal enrichment. |

**Part 2. Data Analysis and Use**

**All divisions will complete this part. Within academic divisions, data analysis should be completed by each discipline. Please review the subject level data and comment on trends (more** [**data**](https://www.avc.edu/administration/research/dashboards#prdata1617) **is available on the Program Review** [**web page**](https://www.avc.edu/administration/organizations/senate/programreview)**):**

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| **Discipline:** |

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| **Indicator** | **2013-2014** | **2014-2015** | **2015-2016** | **2016-2017** | **Recent trends?** | **Comment** |
| Enrollment # |  |  |  |  | Choose an item. |  |
| # of Sections offered |  |  |  |  | Choose an item. |  |
| # of Online Sections offered |  |  |  |  | Choose an item. |  |
| # of Face-to-Face Sections offered |  |  |  |  | Choose an item. |  |
| # of Sections offered in Lancaster |  |  |  |  | Choose an item. |  |
| # of Sections in other locations |  |  |  |  | Choose an item. |  |
| [# of Certificates awarded](https://public.tableau.com/views/DegreesandCertificates2010-2016/Story1?:embed=y&:display_count=yes) |  |  |  |  | Choose an item. |  |
| [# of Degrees awarded](https://public.tableau.com/views/DegreesandCertificates2010-2016/Story1?:embed=y&:display_count=yes) |  |  |  |  | Choose an item. |  |
| Subject Success Rates |  |  |  |  | Choose an item. |  |
| Subject Retention Rates |  |  |  |  | Choose an item. |  |
| Full-time Load (Full-Time FTEF) |  |  |  |  | Choose an item. |  |
| Part-time Load (Part-time FTEF) |  |  |  |  | Choose an item. |  |
| PT/FT FTEF Ratio |  |  |  |  | Choose an item. |  |
| Other measure |  |  |  |  | Choose an item. |  |

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| **Indicator** | **Comments and Trend Analysis** |
| If applicable, report program/area data showing the quantity of services provided over the past four years (e.g. # of workshops or events offered, ed.plans developed, students served) |  |
| Student success and retention rates by equity groups within discipline | Review and interpret the subject data by race/ethnicity and gender. Identify achievement gaps. List actions that are planned to meet the Institutional Standard of **69.1%** for student success and to close achievement gaps: |
| Other trends | Comment on any other important trends you noticed |
| Analyze and summarize trends in student progression through basic skills courses, if applicable. | Comment on trends and how they affect your program: |
| Career Technical Education (CTE) programs: Review the labor market data on the [California Employment Development Department](http://www.labormarketinfo.edd.ca.gov/customers/job-seekers.html) website for jobs related to your discipline. | Comment on the [occupational projections](http://www.labormarketinfo.edd.ca.gov/commcolleges/) for employment in your [discipline](http://www.labormarketinfo.edd.ca.gov/data/occupations-data.html) for the next two years and how the projections affect your planning: |

**Part 3 – Outcome Analysis and Use**

Cite examples of using action plans (for SLOs, PLOs, OOs, ILOs) as the basis for resource requests and how the allocation of those resources or other changes resulted in improved outcomes over the past four years.

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| SLO/PLO/OO | Action Plan | Current Status | Impact of Action |
|  |  | Choose an item. |  |
|  |  | Choose an item. |  |
|  |  | Choose an item. |  |
|  |  | Choose an item. |  |
| **Part 3 Summary.** Briefly describe what changes have been made (or need to be taken) to the program based on findings: | | | |
| Please provide any additional comments for Part 3: | | | |

**Part 4 - Stakeholder Assessment**

Assess how well the program serves the needs of the students, district, and community. Use surveys, interviews or focus groups to obtain feedback from stakeholders (students and/or others who are impacted by your services). Include documented feedback from other sources if relevant (e.g. advisory committees, employers in the community, universities, scores on licensure exams, job placement).

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| Type of feedback | Feedback provided by? | Recommendations/findings | Actions needed/planned/taken based on feedback |
| Choose an item. |  |  |  |
| Choose an item. |  |  |  |
| Choose an item. |  |  |  |

**Part 5 - Goals and Objectives and Evaluation of Previous Plans**

5.1. Review the goals identified in your most recent comprehensive self-study report and any subsequent annual reports. Briefly discuss your progress in achieving those goals.

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| Goals/Objectives/Action Plans | Current Status | Impact of Action (describe any relevant measures/data used to evaluate the impact) |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
| Briefly discuss your progress in achieving those goals: | | |
| Please describe how resources provided in support of previous program review contributed to improvements in SLO, PLO, and/or OO findings or other program improvements: | | |

5.2. **2019-2023** **Planning**

Based on data analysis, outcomes, program indicators, assessment and summaries, list discipline/area goals and objectives to advancing district Strategic Goals,improving outcome findings and/orincreasing the completion rate ofcourses, certificates, degrees and transfer requirements in 2019-2020. Discipline/area goals must be guided by[**district Strategic Goals**](https://www.avc.edu/sites/default/files/administration/organizations/emp/AVC%20EMP%20Final%202016%200820.pdf) in the Educational Master Plan (EMP), p.90. They **must be supported by an outcome or other reason (e.g., health and safety, data analysis, national or professional standards, a requirement or guideline from legislation or an outside agency).**

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| --- | --- | --- | --- | --- |
| Goal # | Discipline/area goal and objectives | Relationship to Strategic Goals\* in Educational Master Plan (EMP) and/or Outcomes | Action plan(s) or steps needed to achieve the goal\*\* | Resources needed (Y/N)? |
|  |  | Choose an item.  Choose an item.  Choose an item.  Choose an item. |  | Choose an item. |
|  |  | Choose an item.  Choose an item.  Choose an item.  Choose an item. |  | Choose an item. |
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*\*\*Action plan verbs:* ***expand, reduce, maintain, eliminate, outsource, reorganize, re-engineer, study further, etc.***

**Part 6. Resource Needs**

Identify significant resource needs that should be addressed currently or in near term. For each request type identify which **discipline/area goal(s) from Part 5.2 guide this need**.

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| Indicate which Goal(s) guide this need | Type of Request (Personnel1, Technology2, Physical3, Professional development4, Other5) | New or Repeat Request? | Briefly describe your request here | Amount, $ | One-time or Recurring Cost, $? | Contact’s name |
|  | Choose an item. | Choose an item. |  |  | Choose an item. |  |
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|  | Choose an item. | Choose an item. |  |  | Choose an item. |  |

1List needed human resources in priority order. For faculty and staffing request attach Faculty Position Request form.

2List needed technology resources in priority order.

3 In priority order,list facilities/physical resources (remodels, renovations, or new) needed for safer and appropriate student learning and/or work environment.

4List needed professional development resources in priority order. This request will be reviewed by the professional development committee.

5List any other needed resources in priority order.

**Part 7. Comments**

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| Please rate the level of your agreement with the following statements regarding the program review process: | Strongly Agree | Agree | Neither Agree nor Disagree | Disagree | Strongly Disagree |
| * This year’s program review was valuable in planning for the continued improvement of my program |  |  |  |  |  |
| * Analysis of the program review data was useful in assessing my program’s outcomes and current status |  |  |  |  |  |
| Comments: | | | | | |