EVC Institutional Effectiveness Committee
Program Review Feedback and Evaluation Form

Program/Department Title: Outreach and Recruitment Services Date: April 2, 2014

Name of IEC Member (person completing this form): Keith Aytch

Summary Section

1. Brief summary of program

   Exceptional
   x Adequate
   □ Inadequate or Incomplete

   Comments:

   Good Mission Statement

2. Program’s definition of success and how it is measured

   □ Exceptional
   x Adequate
   □ Inadequate or Incomplete

   Comments:

   This information needs to be directly stated.

3. Results of any success measures applied

   □ Exceptional
   x Adequate
   □ Inadequate or Incomplete

   Comments:

   This information is not clearly stated.

4. Where would you like the program to be three years from now?

   □ Exceptional
   x Adequate
   □ Inadequate or Incomplete

   Comments:

   On page 19 it states that there needs to be some improvement but the outcomes are not stated
Part A: Overview of Program

1. & 2. Program’s CTA’s and their alignment with the college’s goals

☐ Exceptional
☐ Adequate
x Inadequate or Incomplete

Comments:
I did not see this information.

3. & 4. State three recent accomplishments of the program (related to college’s goals). State the goals and focus of the department/program and how they contribute to college mission/goals.

☐ Exceptional
x Adequate
☐ Inadequate or Incomplete

Comments:
Again, this information needs to be clearly highlighted.

5, 6, 7, & 8. Data on student demographics, enrollment, productivity, and success rates. Should include analysis of any patterns or trends.

☐ Exceptional
x Adequate
☐ Inadequate or Incomplete

Comments:
The summary sentence on page 10 needs to be related to the Outreach activities.

9. Advisory Committee (if applicable)

☐ Exceptional
☐ Adequate
☐ Inadequate or Incomplete

Comments:
Not Applicable

Part B: Curriculum

1, 2, & 3. Identify all courses and explain their importance. State how program has remained current in the discipline. Have all courses been updated in last six years? If not, present a plan for completion.
4 & 5. Describe any innovative strategies or pedagogy. Discuss plans for future curricular modification.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

Not Applicable

6 & 7. Explain any articulation. Describe any outside accreditation or certification.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

Not Applicable

Part C: Student Learning Outcomes

1. Course level SLOs.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

Not Applicable

2. Program level SLOs (for certificates or degrees).

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:
The Service Learning Outcomes need to be listed.

3. Describe all assessment mechanisms you are using to evaluate SLOs. Provide results of analysis.

☐ Exceptional
☐ Adequate
☒ Inadequate or Incomplete

Comments:

The mechanisms to be listed, as well.

Part D: Faculty and Staff

1 & 2. List current faculty and staff members. List professional development activities they have completed in last six years.

☐ Exceptional
☒ Adequate
☐ Inadequate or Incomplete

Comments:

Ok

3 & 4. Identify current schedule for tenure review, regular faculty evaluation, adjunct faculty evaluation, and classified staff evaluation. Describe departmental orientation or mentoring process for new hires.

☐ Exceptional
☐ Adequate
☐ Inadequate or Incomplete

Comments:

Non Applicable

Part E: Facilities, Equipment, Materials and Maintenance

1. Identify and discuss current facilities, equipment, materials, and maintenance. Identify and explain additional needs and rationale.

☐ Exceptional
☒ Adequate
☐ Inadequate or Incomplete

Comments:
2. Describe use and currency of technology. Identify projected needs.

☐ Exceptional
☐ Adequate
☐ Inadequate or Incomplete

Comments:

Ok

3. Support that program receives from industry (if applicable).

☐ Exceptional
☐ Adequate
☐ Inadequate or Incomplete

Comments:

Ok

Part F: Future Needs

1. Current budget: (A) Fund 10, (B) Fund 17, (C) Explain any grants or external funding sources

☐ Exceptional
☐ Adequate
☐ Inadequate or Incomplete

Comments:

Additional Staffing--Ok

2. Outside funding sources for which program would be a good candidate. Any plans to apply.

☐ Exceptional
☐ Adequate
☐ Inadequate or Incomplete

Comments:

Okay

3. Unmet needs and plans for addressing them. Any additional resources needed for this.

☐ Exceptional
☐ Adequate
4. Any needed faculty and staff positions over the next six years. Any needed facilities, equipment, or supplies over the next six years (above and beyond current budget).

☐ Exceptional
☐ Adequate
☐ Inadequate or Incomplete

Comments:

The Program Review overall provides solid information, but there needs to be more details.
EVC Institutional Effectiveness Committee
Program Review Feedback and Evaluation Form

Program/Department Title: Outreach and Recruitment Services
Date: 3/31/14

Name of IEC Member (person completing this form): Felicia Mesa

Summary Section

1. Brief summary of program

☐ Exceptional
☐ Adequate
☐ Inadequate or Incomplete

Comments:

2. Program’s definition of success and how it is measured

☐ Exceptional
☒ Adequate
☐ Inadequate or Incomplete

Comments:

3. Results of any success measures applied

☐ Exceptional
☒ Adequate
☐ Inadequate or Incomplete

Comments:

4. Where would you like the program to be three years from now?

☐ Exceptional
☒ Adequate
☐ Inadequate or Incomplete

Comments:
Part A: Overview of Program

1. & 2. Program’s CTA’s and their alignment with the college’s goals

☐ Exceptional
☐ Adequate
☒ Inadequate or Incomplete

Comments: No mention of CTAs, though you could use some of your areas of improvement in developing your CTAs.

3. & 4. State three recent accomplishments of the program (related to college’s goals). State the goals and focus of the department/program and how they contribute to college mission/goals.

☐ Exceptional
☒ Adequate
☐ Inadequate or Incomplete

Comments:

5, 6, 7, & 8. Data on student demographics, enrollment, productivity, and success rates. Should include analysis of any patterns or trends.

☐ Exceptional
☒ Adequate
☐ Inadequate or Incomplete

Comments:

9. Advisory Committee (if applicable)

☐ Exceptional
☐ Adequate
☐ Inadequate or Incomplete

Comments: N/A

Part B: Curriculum

1, 2, & 3. Identify all courses and explain their importance. State how program has remained current in the discipline. Have all courses been updated in last six years? If not, present a plan for completion.

☐ Exceptional
☐ Adequate
☐ Inadequate or Incomplete

Comments: N/A
4 & 5. Describe any innovative strategies or pedagogy. Discuss plans for future curricular modification.

☐ Exceptional
☐ Adequate
☐ Inadequate or Incomplete

Comments: N/A

6 & 7. Explain any articulation. Describe any outside accreditation or certification.

☐ Exceptional
☐ Adequate
☐ Inadequate or Incomplete

Comments: N/A

Part C: Student Learning Outcomes

1. Course level SLOs.

☐ Exceptional
☐ Adequate
☐ Inadequate or Incomplete

Comments: N/A

2. Program level SLOs (for certificates or degrees).

☐ Exceptional
☐ Adequate
☒ Inadequate or Incomplete

Comments: No Program SLOs

3. Describe all assessment mechanisms you are using to evaluate SLOs. Provide results of analysis.

☐ Exceptional
☐ Adequate
☒ Inadequate or Incomplete

Comments:
Part D: Faculty and Staff

1 & 2. List current faculty and staff members. List professional development activities they have completed in last six years.

☐ Exceptional
☒ Adequate
☐ Inadequate or Incomplete

Comments: Consider including professional development activities.

3 & 4. Identify current schedule for tenure review, regular faculty evaluation, adjunct faculty evaluation, and classified staff evaluation. Describe departmental orientation or mentoring process for new hires.

☐ Exceptional
☐ Adequate
☒ Inadequate or Incomplete

Comments: Consider including last review dates and specific timeline for future review schedules.

Part E: Facilities, Equipment, Materials and Maintenance

1. Identify and discuss current facilities, equipment, materials, and maintenance. Identify and explain additional needs and rationale.

☐ Exceptional
☐ Adequate
☒ Inadequate or Incomplete

Comments: No information given.

2. Describe use and currency of technology. Identify projected needs.

☐ Exceptional
☐ Adequate
☐ Inadequate or Incomplete

Comments: I believe this is N/A

3. Support that program receives from industry (if applicable).

☐ Exceptional
☐ Adequate
☐ Inadequate or Incomplete

Comments: N/A
Part F: Future Needs

1. Current budget: (A) Fund 10, (B) Fund 17, (C) Explain any grants or external funding sources

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

2. Outside funding sources for which program would be a good candidate. Any plans to apply.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

3. Unmet needs and plans for addressing them. Any additional resources needed for this.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

4. Any needed faculty and staff positions over the next six years. Any needed facilities, equipment, or supplies over the next six years (above and beyond current budget).

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:

Parts H, G, and I

Additional Information. Annual Reviews. Resource Allocation Table.

- Exceptional
- Adequate
- Inadequate or Incomplete

Comments:
OVERALL SUMMARY: IEC Member’s evaluation of this Program Review as a whole. Please include your checkbox rating as well as written comments.

☐ Exceptional
☒ Adequate
☐ Inadequate or Incomplete

Comments: The overall evaluation was good. The areas for improvement, listed at the end of the review, will help strengthen the next program review.