Program Review Self-Study Document Criteria

Note to Preparers:

Please use the criteria in this template to prepare the Program Review for your department or program. One of the major functions of Program Review is to ensure that all work units of the Evergreen Valley College are aligned with its goals. The college’s goals are set forth in its Mission and Strategic Initiatives, which are expressed in the narrative below. Since the college is focused on the Student-Centered initiative in 2015/2016, outcomes have been established for the areas of focus. The remaining initiatives will be further developed in the upcoming academic year. Program and college relevant data sets are provided- via email- by the District office of Institutional Effectiveness and Student Success. Please see your Dean if you need help with this.

Additional information, including a submission timeline (Due December 1st for feedback, then final submission April 1st, incorporating feedback) and samples of recent Program Reviews, are available on the college website http://www.evc.edu/discover-evc/accreditation/iec-and-program-review. If you have any questions, please feel free to contact any member of EVC’s Institutional Effectiveness Committee (IEC).

After your submission to IEC, members of the committee will provide feedback to assist you in preparing a final version. The review committee will consist of IEC members, an internal reader and an optional external reader of your choice. The review committee will make a recommendation and your Program Review will precede to College Council and the EVC President for his/her final approval before finally going to the Board of Trustees. Completed Program Reviews will be forwarded to the College Budget Committee to serve as evidence in EVC’s Budget and Planning Process.

Evergreen Valley College’s Mission:

With equity, opportunity and social justice as our guiding principles, Evergreen Valley College’s mission is to empower and prepare students from diverse backgrounds to succeed academically, and to be civically responsible global citizens.

Strategic Initiatives:

1. Student-Centered: We provide access to quality and efficient programs and services to ensure student success. Areas of focus are:
   - Access: Develop a balanced schedule of course offerings to better meet the needs of students
   - Curriculum and programs: Establish quality curriculum and programs to support student achievement of educational goals.
   - Services: Tailor services for a diverse student population to prepare and enable them to succeed academically and become global citizens.

2. Community Engagement: We will transform the college image and enhance partnerships with community, business and educational institutions. Areas of focus are:
   - Increase visibility
   - Develop strategic partnerships
   - Building campus community

3. Organizational Transformation: We create a trusting environment where everyone is valued and empowered. Areas of focus are:
   - Student Access: Completion of educational goals
   - Employee development
   - Transparent Infrastructure
Overview of the Department/Program ("Program")

1. Provide a brief summary of your program. Assume the reader does not know anything about it. Your explanation should include a brief history and a discussion of any factors that have been important to the program’s development. Please explain the purpose of your program, what students you serve, what services you provide, and why these services are valuable.

2. Please state at least three recent accomplishments for your program which show how it contributes to the College’s success.

3. Where would you like your program to be three years from now?

PART A: Program Effectiveness and student success

1. State the goals and focus of this department/program and explain how the program contributes to the mission, strategic initiatives, comprehensive academic offerings, and priorities of the College and District.

2. (Data) What is your program set standard (baseline standard that you don’t fall below) for successful course completion to measure effectiveness? (Please use program 5 year average success rate and review 5 year state average to set the program set standard). How did your program do against this program set standard?

3. (data) Identify student success rate and patterns within the department/program and compare your results to the overall college institutional set standard of 64% successful course completion with “c” or better and your program set standard (questions 2)?

4. (data) Identify current student demographics. If there are recent changes in student Demographics, explain how the program is addressing these changes.

5. (data) Identify enrollment patterns of the department/program in the last 6 years and provide an analysis of any notable trends or patterns.

6. (data) Identify department/program productivity (WSCH/FTEF).

7. If the program utilizes advisory boards and/or professional organizations, describe their roles.

PART B: Curriculum

1. Identify all courses offered in the program and describe how the courses offered in the program meet the needs of the students and the relevant discipline(s).

2. All course outlines in this program should be reviewed and revised every six years. If this has not occurred, please list the courses and present a plan for completing the process, including timelines and dates for each course.

3. Identify and describe innovative strategies or pedagogy your department/program developed/offered to maximize student learning and success. How did they impact student learning and success?

4. Discuss plans for future curricular development and/or program (degrees & certificates included) modification. Use a Curriculum Mapping form as needed.
5. Describe how your program is articulated with the High School Districts, and/or other four year institutions. (Include articulation agreements, CID, ADTs…)
6. If external accreditation or certification is required, please state the certifying agency and status of the program.

PART C: Student Learning Outcomes and Assessment
1. On the program level, defined as a course of study leading to a degree or certificate, list the Program Learning Outcomes (PLO), and how they relate to the GE/ILOs (link to ILOs). If you are completing this program review as a department or discipline and do not offer any degrees or certificates, please disregard this question.
2. Since your last program review, summarize SLO assessment results at the course and program level (if this is your first program review, please summarize your SLO assessment results over the past 6 years). Please include dialogue regarding SLO assessment results with division/department/college colleagues and/or GE areas. Provide evidence of the dialogue (i.e. department meeting minutes or division meeting minutes…)
3. What plans for improvement have been implemented to your courses or program as a result of SLO assessment?
4. As a result of SLO assessment data, will you be requesting additional resources for your program or courses (i.e. additional faculty, equipment request, program personnel…)?

PART D: Faculty and Staff
1. List current faculty and staff members in the program, areas of expertise, and how positions contribute to the program success.
2. List major professional development activities completed by faculty and staff in this department/program in the last six years and state proposed development and reasoning by faculty in this program.
3. Describe the departmental orientation process (or mentoring) for new full-time and adjunct faculty and staff (please include student workers such as tutors and aides).

PART F: Budget Planning and Resource Allocation
1. Current Budget
   A. Identify the budget currently allocated for the department/program through the division budget (fund 10). Discuss its adequacy in meeting your program’s needs.
   B. Identify any external (fund 17) funding the department/program receives, and describe its primary use.
   C. Explain any grants or other external funding sources (partnerships) for which your program is benefiting from.
2. Explain any grants or other external funding sources for which your program would be a good candidate. Do you have plans to apply for such sources?

PART F: Future Needs:
1. Please describe any unmet needs for your program and how you plan to address them. Are any additional resources needed to accomplish your program’s outcomes? Please provide rationale on how the requests tie into the strategic initiatives, college mission, SLO Assessment or Student Success?
2. What faculty positions will be needed in the next six years in order to maintain or build the department? Please explain. What staff positions will be needed in the next six years in order to maintain or build the department? Please explain.
3. Does your program require any additional facilities, equipment, technology and/or supplies over the next six years (above and beyond the program’s current budget)?
PART G: Additional Information

Please provide any other pertinent information about the program that these questions did not give you an opportunity to address.

PART H: Annual Assessment: Program Faculty and PR Committee

Please attach copies of any Annual Reviews that you have completed in the last six years (if applicable)

PART I: Resource Allocation Table

Program Reviews provide a valuable source of information for the College as it makes decisions on resource allocation, both in terms of funding and cuts. The following information, in table format, will be used by the College Budget Committee to help inform EVC’s Budget and Planning Process.

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Productivity (WSCH/FTEF)</td>
<td>Most recent Academic year, averaging Fall and Spring</td>
</tr>
<tr>
<td>Student Success Rate (Retention Rate)</td>
<td>Most recent Academic year, averaging Fall and Spring</td>
</tr>
<tr>
<td>Number of class sections offered by your program</td>
<td>Most recent academic year</td>
</tr>
<tr>
<td>Changes in enrollment</td>
<td>Most recent academic year vs. three years ago (e.g. +3%, -1%)</td>
</tr>
<tr>
<td>Your Program’s Current Budget (from Fund 10)</td>
<td>Most recent Fiscal Year</td>
</tr>
<tr>
<td>Current External Funding (from Fund 17)</td>
<td>Most recent Fiscal Year</td>
</tr>
<tr>
<td>Future Needs: Faculty (Estimated Additional Cost)</td>
<td>Annual cost*</td>
</tr>
<tr>
<td>Future Needs: Staff (Estimated Additional Cost)</td>
<td>Annual cost*</td>
</tr>
<tr>
<td>Future Needs: Facilities (Estimated Additional Cost)</td>
<td>Total cost over useful life of facilities*</td>
</tr>
<tr>
<td>Future Needs: Supplies (Estimated Additional Cost)</td>
<td>Total cost*</td>
</tr>
</tbody>
</table>

* Do your program’s future needs assume that your program’s enrollment will remain stable or do they depend upon enrollment growth? If they depend on growth, please explain the growth projections on which you are basing your assumptions. You may attach any supporting documentation to explain or support assumptions.
Evergreen Valley College
Student Affairs Program Review Self-Study
Document Criteria

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Evergreen Valley College’s Mission:
With equity, opportunity and social justice as our guiding principles, Evergreen Valley College’s mission is to empower and prepare students from diverse backgrounds to succeed academically, and to be civically responsible global citizens.

We meet our mission through a wide spectrum of educational experiences, flexible methodologies, and support services for our students. We offer associate degrees, associate degrees for transfer, certificates, career technical education, transfer coursework, and basic skills education.

Strategic Initiatives:
1. Student-Centered: We provide access to quality and efficient programs and services to ensure student success. Areas of focus are:
   - Access: Develop a balanced schedule of course offerings to better meet the needs of students
   - Curriculum and programs: Establish quality curriculum and programs to support student achievement of educational goals.
   - Services: Tailor services for a diverse student population to prepare and enable them to succeed academically and become global citizens.

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   Areas of focus are:
   - Increase visibility
   - Develop strategic partnerships
   - Building campus community

3. Organizational Transformation: We create a trusting environment where everyone is valued and empowered. Areas of focus are:
   - Student Access: Completion of educational goals
   - Employee development

Revised 9-17-15; 4-27-16
Overview of the Department/Program ("Program")
1. Provide a brief summary of your program. Assume the reader does not know anything about it. Your explanation should include a brief history and a discussion of any factors that have been important to the program’s development. Please explain the purpose of your program, what students you serve, what services you provide, and why these services are valuable.
2. Please state at least three recent accomplishments for your program, which show how it contributes to the College's success.
3. Where would you like your program to be three years from now?

PART A: Program Effectiveness and Student Success
1. State the goals, focus of this department/program, and explain how the program contributes to the mission, strategic initiatives, comprehensive academic offerings, and priorities of the College and District.
2. (Data) Identify student success rate and patterns within the department/program paying particular attention to our college’s target groups. What are your benchmarks and source they were derived from? What programs and services do you feel specifically contribute to the success of students at your college?
3. (Data) Identify current student demographics including ethnicity, age, and gender. Does the program's population reflect the college demographic data? If there are recent changes in student Demographics, explain how the program is addressing these changes.
4. (Data) Identify enrollment patterns of the department/program in the last 6 years and provide an analysis of any notable trends or patterns.
5. (Data) Identify department/program productivity (WSCH/FTEF).
6. Is the program mandated to have an advisory committee? If the program utilizes advisory boards and/or professional organizations, identify the membership/composition and describe their roles. List the frequency of the meetings and provide a copy of the last meeting’s minutes.

Management Information Systems (MIS)
7. Indicate the MIS data you are mandated to collect and how often it is reported.
8. How is the program director involved in the review of MIS data before it is submitted to the State Chancellor’s Office or agency?
9. Is the data accurate and does it match the numbers in your internal database? If the data does not appear to be accurate, identify the problem (e.g. too many or too few participants listed; demographics seem incorrect, etc.). Document the process used to identify and correct the problem.

PART B: Program Access
1. How do students access your services? Are there any concerns with access? Describe any plan for improving access.
2. Describe the factors you program uses to determine that student's eligibility and how these factors are communicated in your program information/handouts.
3. Describe the process used to monitor continued program eligibility.
4. If applicable, describe the process for assisting students in completing their Student Educational Plan (SEP) and making necessary revisions.
Requirements
5. Indicate if the program is required to have a full-time director and meet specific qualifications?
6. Is the program mandated to have an advisory committee? Identify the membership/composition, list the frequency of the meetings, and provide a copy of the last meeting's minutes.
7. What type of documentation is the program required to maintain?

Services
8. Describe program services. Indicate those services you are mandated to provide?
9. If the program does not offer all mandated services, which ones are not offered and why?
10. If counseling is a mandated service, how are the required counseling contacts documented?

PART C: Student Learning Outcomes
1. What are the SLOs for the program? How do they relate to the GE/ILOs (link to ILOs)?
2. List or describe all assessment mechanisms you are using to evaluate course and/or program student learning outcomes. Please provide a link to all the course and/or program SLO assessment matrices.
3. Since your last program review, summarize SLO assessment results at the course and program level (if applicable).
4. What plans for improvement have been implemented to your courses or program as a result of SLO assessment? What is your timeline for assessing your improvement interventions?
5. As a result of SLO assessment data, will you be requesting additional resources for your program or courses (i.e. additional faculty, equipment request, program personnel...)?

PART D: Faculty and Staff
1. List current faculty and/or staff members in the program and explain how positions contribute to the program success.
2. List major professional development activities completed by faculty and/or staff in this department/program in the last six years and state proposed development and reasoning by faculty in this program.
3. Describe the departmental orientation process (or mentoring) for new full- and part-time faculty and/or staff (please include student workers).

PART E: Budget Planning and Resource Allocation
1. How do you ensure that categorical funds are only used for allowable and mandated costs?
2. Is the College mandated to provide a match/maintenance of effort? How is this met? Explain any outcomes, should the College not meet match/maintenance of effort obligation.
3. Describe the process for developing and obtaining local, state, or federal Budget and Expenditures approval (include timelines).
4. Indicate the process for completing the program's fiscal reports and relationship to the district's year end program accounting (include timelines).
5. Were reports submitted on time? If not, explain rationale for late submissions and the process for requesting an extension.
6. Explain any other external funding sources for which your program is benefiting from, or would be a good candidate. Do you have plans to apply for such sources?
7. Indicate if you are receiving or planning to request funds beyond the state or federal categorical allocation.

PART F: Future Needs
1. Please describe any unmet needs for your program and how you plan to address them. Are any additional resources needed to accomplish your program's outcomes? Please provide rationale on how the requests tie into the strategic initiatives, college mission, SLO Assessment or Student Success.
2. Identify any plans you may have to modify, automate, and/or create additional services within your program. Please link these to the college mission, strategic initiatives, or SLO assessment results.
3. What faculty and/or staff positions will be needed in the next six years in order to maintain or build the department? Please explain.
4. Does your program require any additional facilities, equipment, technology, and/or supplies over the next six years (above and beyond the program’s current budget)?

PART G: Additional Information
Please provide any other pertinent information about the program that these questions did not give you an opportunity to address.

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