**Comprehensive Student Services Program Review Criteria- 2023/2024**

# Note to Preparers:

Please complete this form that includes the Program Review criteria for the comprehensive student services program review, to be completed every four year (4-year cycle). One of the major functions of Program Review is to ensure that all work units of 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.

College data- 3 years- is provided in this template. If you need additional program relevant data, please email the Institutional Effectiveness Committee (IEC) chair.

Additional information, including a submission timeline (**Due November 30th for feedback)** and samples of recent Program Reviews, are available in CurriQunet and on the college website [https://www.evc.edu/why-evc/accreditation/institutional-effectiveness/program-review.](https://www.evc.edu/why-evc/accreditation/institutional-effectiveness/program-review.%20%20)  If you have any questions, please feel free to contact the chair 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. 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. Completed/approved Program Reviews will be eligible to participate in resource allocation through the College Budget Committee.

# Evergreen Valley College’s Mission:

Evergreen Valley College guides all students to pathways that reach their educational and career goals through equity-centered, innovative academic programs and support services. By creating a learning environment where everyone feels welcomed and supported, we are committed to a culture of inquiry, growth, and respect that creates an equitable society in which all can participate and prosper.

# Strategic Initiatives:

1. Student-Centered: We provide access to quality and efficient programs and services to ensure student success. Areas of focus are:
   * Access
   * Curriculum and programs
   * Services
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

1. Organizational Transformation: We create a trusting environment where everyone is valued and empowered. Areas of focus are:
   * Communication
   * Employee development
   * Transparent Infrastructure

## Department/Program Name:

## Year of Last Comprehensive Review:

## Year of Last Mini Review, if applicable:

## Preparers’ Name(s):

## Area Dean:

## Overview of the Department/Program

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| 1. Provide a brief summary of your program, including program components, function and purpose. Please include a brief history and discuss any factors that have been important to the program’s development. |
| 1. Please provide an update on the program’s progress in achieving the goals (3 years) set during the last comprehensive program review. |
| 1. Please state any recent accomplishments and / or challenges for your program and show how it contributes to the College’s mission and success. |
| 1. Please describe where you would like your program to be four years from now (program goals) and how these support the college mission, strategic initiatives and student success. |
| 1. Describe current program staffing by listing the current number of positions currently in the program. If the position is vacant, please indicate the vacancy.  |  |  | | --- | --- | | Position type | Number of positions | | Full time faculty |  | | Part-time faculty |  | | Full time Classified |  | | Part-time Classified (permanent) |  | | Part-time Classified (hourly) |  | | Administrators |  | | Student workers |  | |

## Program Quality

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| 1. Describe the impact of the program’s service offerings to the students and the campus. |
| 1. Describe recent local, State and/or Federal changes that significantly impact the services to students. |
| 1. If applicable, describe a change in specific program compliance requirement with state, federal or accreditation agencies and how your program shifted their processes to ensure compliance. |
| 1. Describe how the program measures success.    1. For example, tracking and improvement in the number of educational plans completed for students. |
| 1. Please review program information reported in MIS and shared with the community through the website, catalog, schedule of classes, brochures, etc. Is the program information accurate and consistent? What actions does your program take to ensure accuracy and consistency? |
| 1. Describe how the program addresses the needs of the diverse student body, including students with disabilities and providing services by alternative delivery methods (for distance education students). |
| 1. Describe the communication within the program, with the students served and with other departments including Academic Affairs. What is working well and what can be improved? |

## Program Access

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| 1. How many students received program services between F19– F22? Use the table below to review the demographics of students served and how these compare to campus demographics. |

1. **Student Demographics- Headcount (average F19-F22)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program Total Headcount** |  |  | **Average Headcount & Percentage of Total** | |
| **Gender** | **Average Headcount** | **Percentage of Total** | **EVC** | |
| Female |  |  |  |  |
| Male |  |  |  |  |
| No Value Entered |  |  |  |  |
| **Age** | **Average**  **Headcount** | **Percentage of Total** | **EVC** | |
| 17 & Below |  |  |  |  |
| 18-24 |  |  |  |  |
| 25-39 |  |  |  |  |
| 40 & Over |  |  |  |  |
| Unknown |  |  |  |  |
| **Race/Ethnicity (IPEDS Classification)** | **Average**  **Headcount** | **Percentage of Total** | **EVC** | |
| American Indian |  |  |  |  |
| Asian |  |  |  |  |
| Black or African American |  |  |  |  |
| Hawaiian/Pacific Islander |  |  |  |  |
| Latinx |  |  |  |  |
| Two or More Races |  |  |  |  |
| Unknown |  |  |  |  |
| White |  |  |  |  |

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| 1. Based on the **students served** and percentage change year to year, is the program growing or declining? If so, what do you attribute these changes to and what changes will the program implement to address them? |
| 1. Are there any gaps in the students served compared to the college demographics? |
| 1. Based on your findings, what interventions can the program implement to address any gaps in services? |

## C: Curriculum- If applicable

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| 1. Identify any updates to curriculum since the last comprehensive program review, including any new programs and indicate the six year timeline for scheduled course outline revision. For CTE, the timeline is 2-year. |
| 1. Identify all the courses offered in the program and describe how these courses remain relevant in the discipline. Please include the list or diagram (program major sheet) of the courses reflecting course sequencing in the major and how often the courses within the program have been offered. |
| 1. 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? |
| 1. Discuss plans for future curricular development and/or program (degrees & certificates included) modification. |
| 1. Describe how your program is articulated with High School Districts, and/or other four- year institutions. |
| 1. If external accreditation or certification is required, please state the certifying agency and status of the program. |

## PART C: Service Area Outcomes and Assessment

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| 1. List the Service Area Outcomes (SAOs), and how they relate to the ILOs. |
| 1. Since your last program review, summarize SAO assessment activities and results. Please include dialogue regarding SAO 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…) |
| 1. What plans for improvement or changes have been implemented to your program as a result of SAO assessment? Please share one or two success stories about the impacts of SAO assessment on student learning. |

## PART D: Faculty and Staff

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| 1. List current faculty and staff members in the program, areas of expertise, and describe how the positions contribute to the success of the program. |
| 1. List major professional development activities completed by faculty and staff over the last three years. In particular with regards to students success, equity, distance education, SAO assessment, guided pathways and/or innovative teaching/learning strategies. Please also discuss department orientation/mentoring of new and adjunct faculty. |

## PART E: Budget Planning

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| 1. With your Dean, review the department Fund 10 budget and discuss the adequacy of the budget in meeting the program’s needs. |
| 1. List all external funds i.e. fund 17 etc. the department/program receives, and describe their primary use. |

## PART F: Technology and Equipment

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| 1. Review the current department technology and equipment needed and assess program adequacy. List any changes to technology of equipment needs since the last program review. |

## PART G: Additional Information

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

## PART H: Future Needs and Resource Allocation Request:

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| --- | --- | --- | --- |
| Based on the areas noted below, please indicate any unmet needs for the program to maintain or build over the next six years. Please provide rationale on how the request connects back to SAO/SLO/PLO assessment, strategic initiatives or student success. If no additional requests are needed in any of the areas, put N/A. | | | |
| Faculty requests | Ongoing Budget Needs:  One-time Expenditure: | **Total Estimated Cost (Salary and Benefit):** | Request linked to:  SAO/SLO/PLO #:  Strategic Initiatives (student centered, organizational transformation, community engagement):  Improving Student success rates:  Achievement of program set standard(s) for student success: |
| Staffing requests | Ongoing Budget Needs:  One-time Expenditure: | **Total Estimated Cost (Salary and Benefit):** | Request linked to:  SAO/SLO/PLO #:  Strategic Initiatives (student centered, organizational transformation, community engagement):  Improving Student success rates:  Achievement of program set standard(s) for student success: |
| Facilities | Ongoing Budget Needs:  One-time Expenditure: | **Total Estimated Cost:** | Request linked to:  SAO/SLO/PLO #:  Strategic Initiatives (student centered, organizational transformation, community engagement):  Improving Student success rates:  Achievement of program set standard(s) for student success: |
| Technology  (Considerations:  keep in mind accessibility of all technology requests so that it is 508 compliant) | Ongoing Budget Needs:  One-time Expenditure: | **Total Estimated Cost:** | Request linked to:  SAO/SLO/PLO #:  Strategic Initiatives (student centered, organizational transformation, community engagement):  Improving Student success rates:  Achievement of program set standard(s) for student success: |
| Equipment/Supplies | Ongoing Budget Needs:  One-time Expenditure: | **Total Estimated Cost:** | Request linked to:  SAO/SLO/PLO #:  Strategic Initiatives (student centered, organizational transformation, community engagement):  Improving Student success rates:  Achievement of program set standard(s) for student success: |