

# **Program Review Annual Report**

# **2013**

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# Overview of Presentation

- Program Review process (25 minutes)
  - Update on Faculty and Classified Requests  
Nan Gomez-Heitzeberg (10 minutes)
  - Update on ISIT requests  
Todd Coston and Kristin Rabe (10 minutes)
  - Update on M&O requests  
Jim Coggins (10 minutes)
  - Questions & Answers – 5 minutes
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# Overview of 2013

## Program Review Process

- Committee Membership
  - Highlights of Program Review Process
  - Common Themes and Issues
  - Opportunities for Future Growth
  - Next Steps and Spring 2014 Projects
  - Review of PRC Website
  - Request for Advice
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# PRC Members

## INSTRUCTIONAL:

Kate Pluta	Co-Chair
Greg Chamberlain	Career & Technical Education (CTE)
Billie Jo Rice	General Education (GE)
Kimberly Nickell	Basic Skills
Kathy Rosellini	Student Services
Anna Agenjo	Library
Jennifer Johnson	Faculty Chair & Directors Council (FCDC)
John Carpenter	Assessment Committee Liaison
Lynn Krausse	At Large

## ADMINISTRATIVE:

Manny Mourtzanos	Co-Chair
<i>vacant</i>	Student Services
Liz Rozell	Instructional
Laura Lorigo	Facilities
<i>vacant</i>	Information Technology
Michael Carley	Director of Institutional Research (ex-officio)

## CLASSIFIED:

Bernadette Martinez	Student Services
Camilla Anderson	Instructional
Kristin Rabe	Administrative
Meg Stidham	CSEA President or designee

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## STUDENTS:

Travis Tillis	SGA
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# Highlights of 2013

## Program Review Process

- 3-year comp review w/ Annual Update
  - Streamlined forms
  - Improved communication and transparency (website)
  - Committee membership
  - Improved training opportunities
  - Extended P.R. timeline
  - Initial feedback
    - 10 + 2 units
  - Better integration of processes (institutional effectiveness & improvement; resource allocation; decision-making; curriculum management)
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# Common Themes & Issues

- 83% increase of program participation:
    - 2013: 57 instructional and 18 administrative or student service programs
    - 2012: 26 instructional and 15 administrative or student service programs
  - Aging infrastructure
  - Student demographics (increase in Hispanic student enrollment; decrease in African American student enrollment)
  - Uncertainty of data use
  - Data accuracy and relevance
  - Technology disparity
  - Classroom utilization & scheduling
  - Increased personnel requests
  - P.R. timeline still compressed
  - More objective program self-assessment (multiple-measures and increased departmental collaboration)
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# Opportunities for Future Growth

- Communication to participating units
  - Inclusion of VP-level review
  - Begin P.R. process earlier
  - System to monitor timely submission
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# Next Steps and Spring 2014 Projects

- Master List of Programs
    - Certificates (Fall 2014 implementation)
    - General Education, Liberal Arts, Liberal Studies (Fall 2014 implementation)
  - Program Review Training Handbook (Spring 2014)
  - 3-year Comprehensive Cycle (Spring 2014)
  - 3-Year Comprehensive Program Review Pilot:
    - CTE: Vocational Nursing
    - ADMIN: Technology Support Services, Info and Media Services
    - STUDENT SERVICES: Counseling
    - INSTRUCTION: American Sign Language
  - Begin Program Review Process in late Spring
  - Improve Data Accuracy and Relevance
  - Connection between Annual Updates and Resource Allocations
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# PRC Website

- Committee Info & Meeting Notes
- Annual Report and Survey Results
- Annual Updates forms by program
- Best Practice Forms
- Program Requests (Personnel, ISIT, M&O)
- List of Model Annual Updates

<https://committees.kccd.edu/bc/committee/programreview>

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# **Request for Advice**

Development of 3-year comprehensive cycle:

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# **Update on Personnel Requests**

**Nan Gomez-Heitzeberg**

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# **Update on ISIT Requests**

**Todd Coston  
Kristin Rabe**

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# **Update on M&O Requests**

**Jim Coggins**

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# Questions & Answers

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