

Program Review Annual Summary 2015

PREPARED BY THE PROGRAM REVIEW COMMITTEE (PRC)

Presented to College Council

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- ▶ Michael Carley, KCCCD Research
- ▶ Jessica Wojtysiak, ACDV
- ▶ Kate Pluta, English
- ▶ Andrea Tumblin, Mathematics
- ▶ Liz Rozell, Dean, STEM
- ▶ SGA Representative - Open

Purpose of Annual Report

- ▶ To summarize themes and issues that emerged in the program reviews.
- ▶ To assess the Program Review processes and make recommendations for further improvement.
- ▶ To provide information for decision-making, recommending bodies.
- ▶ PRC reviewed 61 instructional programs, 10 administrative units, 12 student affairs units, and 15 academic affairs units across the College. 11 units did not submit a document and 1 additional program is no longer offered.
- ▶ Of the completed reviews, 69 were Annual Updates and 16 were Comprehensive Reviews

Improvement with submittals:

- ▶ There are 97 programs listed on our initial read list.

PRC reviewed:

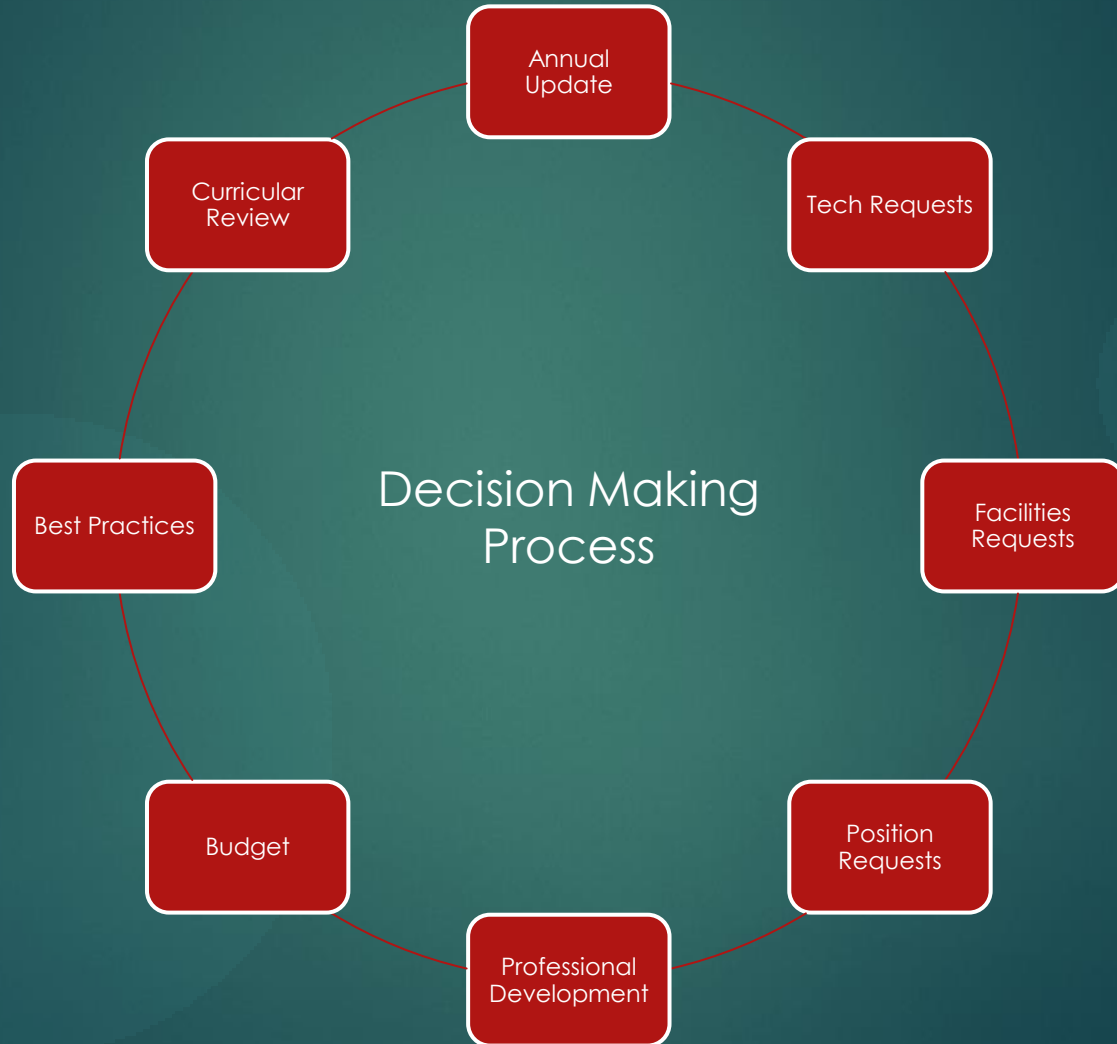
64 instructional: 61 submitted, 3 not

10 admin units: 9 submitted, 1 not

12 student affairs units: 9 submitted, 3 not

11 academic affairs units: 7 submitted, 4 not

Program Review Process



Opportunities

PRC VIEWS ALL THE ISSUES AND CONCERNS AS TRAINING OPPORTUNITIES FOR THE NEXT CYCLE.

Findings

Commonalities that occurred among several programs

- ▶ Often incorrect forms completed
- ▶ Increased number of Facilities Requests
- ▶ Increased number of Technology requests
- ▶ Equity Question often left unanswered
- ▶ Budget form not submitted in a timely fashion

Findings

- ▶ Form was not friendly to administrative units.
- ▶ Increase in overall annual update submissions
- ▶ List of programs is still not conclusive
- ▶ Need a form to request management positions
- ▶ Documents did not follow naming convention guidelines

Observations

- ▶ True in Fall 2014, True in Fall 2015:

The instructional programs (degrees and certificates) we offered continued to evolve, but the Master List of Programs was a snapshot in time and often did not match current degrees and certificates.

- ▶ Some departments continue to view themselves as programs.

Concerns

- ▶ Some programs submitted annual updates without submitting resource requests (staff, technology, M&O).
- ▶ Many conclusions were superficial.
- ▶ Overall, the responses were inconsistent. Some were very strong—there were model examples this year..

Recommendations

- ▶ Track the connection between the program review process and resource allocations.
- ▶ Develop an accurate master list of programs and verify each program prior to the process beginning.
- ▶ Provide more training for administrators, department chairs, and interested employees.
- ▶ Train current and incoming FCDC members in the spring using faculty who submitted model program reviews as the trainers.

More recommendations

- ▶ Provide a packet of documents for each area that includes recent version of forms.
- ▶ Conduct survey on making the process better
- ▶ Advise authors to write conclusion as though it were an abstract.
- ▶ Add for CTE form to include Gainful Employment Information
- ▶ Ensure that direct correlation between the Budget Request Form and the Budget Request Process exists.

And the most important recommendation

- ▶ Develop a policy on consequences for programs that do not complete the Program Review Process.



Learn from what we do.

CONTINUE TO IMPROVE THE PROCESS.

The Benefits of Program Review:

PROGRAM REVIEW SHOWS THE ENTIRE PROCESS OF HOW WE UTILIZE RESOURCES TO SERVE OUR STUDENTS.

IF YOU REQUEST SOMETHING (TECHNOLOGY/FACILITIES/POSITIONS/PROFESSIONAL DEVELOPMENT) YOU MAY RECEIVE IT.

Questions?